

Room Rate Negotiation for Special Occasion

Date: [Insert Date]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am inquiring about a potential booking at your esteemed hotel for a special occasion. We are planning to celebrate [event details, e.g., a wedding, anniversary, or corporate event] from [start date] to [end date], and we are expecting approximately [number of guests] guests.