

# Group Booking Discount Negotiation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hotel/Service Provider Name]

[Provider Address]

[City, State, Zip Code]

Dear [Provider's Contact Name],

I hope this message finds you well. I am writing on behalf of [Your Organization], a nonprofit dedicated to [briefly describe your organization's mission]. We are organizing a gathering for [event purpose, e.g., community outreach, educational workshops] scheduled for [event date(s)].

Given the nature of our work and our commitment to serving the community, we anticipate bringing in a group of approximately [number of attendees] attendees. Understanding our budget constraints, we are seeking to negotiate a group booking discount for accommodations and services during our event.

We have been impressed by the [hotel/service provider's name] and the services you offer, and we believe partnering with you would enhance the experience for our attendees.

We kindly request your utmost consideration for a favorable group rate or any package deals that could be offered to us. Your partnership would not only support our event but also improve visibility for your establishment within our community.

Thank you for considering our request. I would be happy to discuss this further at your earliest convenience. Please feel free to reach me directly at [your phone number] or [your email address].

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]