

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hotel/Resort Name]

[Hotel/Resort Address]

[City, State, Zip Code]

## **Subject: Request for Group Booking Discount**

Dear [Hotel Manager's Name],

We are planning a corporate retreat for [Number of Attendees] employees from [Date] to [Date], and we are interested in booking accommodations at your esteemed hotel/resort. Given the size of our group, we would like to inquire about any potential discounts you can offer for our stay.

Our company is [Brief description of your company], and we believe that hosting our retreat at your venue will create a productive and enjoyable experience for our team. We anticipate needing [Number of Rooms/Stay Duration], and we are open to discussing any package options that you may have.

In addition to accommodations, we would also be interested in exploring options for meeting spaces and activities during our stay. If possible, please provide us with details of group rates and any additional services you can offer.

Thank you for considering our request. We look forward to your prompt response so we can finalize our arrangements.

Sincerely,

[Your Name]

[Your Position]

[Your Company]