

Dear [Restaurant Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in making a reservation for a business lunch at your esteemed restaurant.

We are a party of [number of guests] and would like to dine on [preferred date] at [preferred time]. If possible, we would appreciate a location that offers a quiet atmosphere conducive to business discussions.

Please let me know if you have availability for our requested date and time. If not, I would be grateful for any alternative options you can provide.

Thank you in advance for your assistance. I look forward to your prompt reply.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]