

Inquiry for Corporate Event Hosting

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the availability and services offered by [Venue Name] for hosting a corporate event.

We are planning to hold our [type of event, e.g., annual meeting, product launch, team-building event] on [preferred date/s] and expect approximately [number of attendees] guests. It would be helpful to know about the capacity, catering options, audiovisual equipment, and any other services you may provide.

Additionally, we would appreciate information on pricing and package options available for the event.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]