

Group Booking Request for Conference Attendees

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request a group booking for our attendees who will be participating in the upcoming conference, [Conference Name], scheduled to take place from [Start Date] to [End Date] at [Location].

We expect to have approximately [Number of Attendees] participants requiring accommodation during this period. We would appreciate information regarding group rates, room availability, and any additional services you may offer to enhance our stay.

Please find below the details of our requirements:

- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Number of Rooms: [Number of Rooms]
- Room Type Preferences: [Single/Double Suite, etc.]

We look forward to your prompt response, including the pricing and booking procedures. Should you need any further information, do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]