

Group Booking Inquiry for Corporate Retreat

Dear [Venue Manager's Name],

I hope this message finds you well. My name is [Your Name], and I represent [Your Company Name]. We are currently in the process of planning a corporate retreat and are interested in exploring potential venues.

We anticipate a group of approximately [Number of Attendees] attendees, with dates tentatively set for [Proposed Dates]. We are looking for a location that can accommodate our needs for both lodging and meeting spaces. Additionally, we would like to know about available amenities, catering options, and any recreational activities you offer.

Could you please provide us with information on pricing, booking deadlines, and any package deals that might be available for corporate groups?

Thank you for your assistance. We look forward to your prompt reply as we finalize our plans.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]