

Group Booking Request

Date: [Insert Date]

To: [Hotel/Resort Name]

Address: [Hotel/Resort Address]

Dear [Hotel Manager's Name],

We are planning a holiday getaway for a group of [number of people] from [start date] to [end date]. We would like to request a group booking for the duration of our stay.

Details of the group:

- Number of Rooms Required: [number]
- Type of Rooms: [single/double/suite]
- Special Requests: [e.g., adjoining rooms, accessibility needs]

Please provide us with the available options, rates, and booking policy. We look forward to your prompt response to finalize our vacation plans.

Thank you for your assistance!

Sincerely,

[Your Name]

[Your Contact Information]

[Your Group/Organization Name]