

# Group Booking Request for Wedding Guests

**Date:** [Insert Date]

**To:** [Hotel Name]

**Address:** [Hotel Address]

**Dear [Hotel Manager's Name],**

We are writing to request a group booking for wedding guests attending the wedding of [Couple's Names] on [Wedding Date] at [Wedding Venue].

## **Booking Details:**

- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Number of Rooms:** [Number of Rooms]
- **Room Types:** [Specify Types, e.g., Single, Double, Suites]
- **Estimated Number of Guests:** [Number of Guests]

We would appreciate information on availability and rates as well as any group discounts or packages you may offer. Additionally, please inform us if there are amenities or services available for our guests, such as shuttle services or group meals.

We look forward to your prompt response so that we can finalize our arrangements.

Thank you for your assistance.

**Sincerely,**

[Your Name]

[Your Contact Information]

[Your Address]