

Corporate Rate Request Agreement

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Hotel/Service Provider Name]

[Hotel/Service Provider Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to request a corporate rate agreement for our company, [Your Company Name], as we expect to have an increased volume of business travel in the upcoming year.

We frequently send employees to [Location/City] for business purposes and would like to establish a corporate rate that is competitive and advantageous for both parties.

Please find below the details we are looking to include in the agreement:

- Preferred Rate: [Insert Rate]
- Type of Accommodations: [Insert Type]
- Length of Agreement: [Insert Duration]
- Additional Benefits: [Insert Benefits, if any]

We believe that this agreement will benefit both [Your Company Name] and [Hotel/Service Provider Name] and strengthen our business relationship. We look forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company Name]