

Dear [Venue Manager's Name],

I hope this message finds you well. My name is [Your Name] and I am reaching out on behalf of [Your Company Name]. We are currently in the process of planning a corporate event and would like to inquire about the availability of your venue.

Event Details:

- Date: [Proposed Date]
- Time: [Proposed Time]
- Number of Attendees: [Estimated Number]
- Type of Event: [e.g., Conference, Workshop, Party]

Additionally, we would appreciate information regarding:

- Venue Capacity
- Rental Fees
- Amenities and Services Provided
- Parking Availability

Thank you for your assistance. We look forward to your prompt response so we can finalize our plans.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]