

Accommodation Request for Corporate Travel

Date: [Insert Date]

To: [Hotel/Accommodation Manager's Name]

Company: [Hotel/Accommodation Name]

Address: [Hotel Address]

Dear [Hotel/Accommodation Manager's Name],

I am writing to formally request accommodation for corporate travel on behalf of [Your Company Name]. We have scheduled a business trip from [Start Date] to [End Date] and would require accommodation for [Number of Guests] guests.

Details of the stay are as follows:

- **Check-in Date:** [Insert Check-in Date]
- **Check-out Date:** [Insert Check-out Date]
- **Room Type:** [Insert Desired Room Type]
- **Special Requests:** [Insert Any Special Requests]

Please confirm the availability and rates at your earliest convenience. If necessary, we would be happy to discuss alternative arrangements that may suit our needs.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]