

# Inquiry for Corporate Travel Accommodations

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] and I am [Your Position] at [Your Company Name]. We are currently in the process of organizing corporate travel for our upcoming [event/meeting/conference] scheduled for [insert date].

We would like to inquire about the accommodation options available for our team during this period. Specifically, we are interested in:

- Room availability for [number of guests] guests.
- Group rates and any discounts applicable.
- Amenities and services included (e.g., breakfast, Wi-Fi, shuttle services).
- Cancellation and refund policies.

Could you please provide us with the relevant details at your earliest convenience? We appreciate your assistance and look forward to potentially collaborating on this travel arrangement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]