

# Reservation Request for Business Travel

Date: [Insert Date]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to request a reservation for lodging during my upcoming business trip to [Destination] from [Start Date] to [End Date].

Details of my stay are as follows:

- Number of Guests: [Number of Guests]
- Room Type: [Preferred Room Type]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

Please let me know the availability of the room as well as the rates for the specified dates. If possible, I would appreciate any corporate discounts or packages that may be available.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]