

# Inquiry About Event Hosting Services

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am currently planning an event that we would like to host at your hotel.

Could you please provide information regarding your event hosting services, including:

- Available event spaces
- Catering options
- Audio-visual support
- Pricing and packages
- Availability for the dates of [insert dates]

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Company/Organization Name]