

# Group Booking Request

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about group booking rates for our upcoming event.

We are planning on accommodating [number] guests from [start date] to [end date] and would appreciate any information regarding room availability and special rates for group bookings.

Additionally, please let us know if there are any amenities or services that you can provide for our group during our stay.

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

Best regards,

[Your Name]

[Your Position/Organization]

[Your Contact Information]