

Room Availability Inquiry Template

Subject: Room Availability Inquiry - [Your Travel Dates]

Dear Reservations Team,

I hope this email finds you well. I am writing to inquire about room availability at your hotel for my upcoming trip to [destination]. I am planning to visit from [check-in date] to [check-out date] and would like to explore accommodation options at your establishment.

Could you please provide information about available room types during these dates, along with current rates? I am particularly interested in [specific room type if applicable, e.g., "a double room with city view"]. If you have any special packages or promotions running during my travel period, I would appreciate learning about those as well.

Additionally, I would be grateful if you could share details about your hotel amenities, such as breakfast options, parking availability, and any COVID-19 safety protocols currently in place.

I look forward to hearing from you soon and hope to make a reservation with your hotel.

Best regards,

[Your Name]

[Your Contact Information]

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