

Group Accommodation Request Template

Subject: Group Accommodation Inquiry - [Number] Guests

Dear Sales Manager,

I am writing on behalf of [organization/group name] to inquire about group accommodation for our upcoming [event type/purpose]. We require lodging for approximately [number] guests from [check-in date] to [check-out date].

Our group consists of [brief description of group composition, e.g., "business professionals attending a conference"]. We would prefer rooms that are [specific requirements, e.g., "in close proximity to each other" or "with meeting space access"].

Could you please provide information about:

- Group rates and available discounts
- Room block options
- Meeting room facilities if needed
- Catering services for group meals
- Transportation arrangements from/to airport

We are flexible with our arrangements and would appreciate discussing how we can make this work within our budget of approximately [budget range if comfortable sharing].

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]

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