

Wedding Accommodation and Venue Request

Subject: Wedding Venue and Guest Accommodation Inquiry

Dear Wedding Coordinator,

My fiancé and I are thrilled to be planning our wedding and are considering your beautiful hotel as our venue. We are hoping to celebrate on [preferred date] with approximately [number] guests.

We would love to learn more about your wedding packages and what you can offer for both the ceremony and reception. Additionally, we are interested in securing a room block for our out-of-town guests who will need accommodation.

Specifically, we would like information about:

- Available wedding venues and capacity
- Catering options and menu packages
- Photography restrictions or guidelines
- Guest room rates and booking procedures
- Bridal suite availability
- Setup and breakdown logistics

This is such an important day for us, and we want to ensure everything is perfect. Would it be possible to schedule a tour of your facilities? We are available [mention your availability].

We appreciate your time and look forward to potentially celebrating this special milestone at your hotel.

With excitement,

[Your Names]

[Contact Information]

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