

Business Conference Accommodation Request

Subject: Corporate Event Venue and Accommodation Inquiry

Dear Event Services Team,

I am reaching out regarding hosting our annual company conference at your hotel. We are looking for a venue that can accommodate approximately [number] attendees for a [duration] event scheduled for [dates].

Our requirements include:

- Main conference room with AV equipment
- Breakout rooms for smaller sessions
- Catering for breakfast, lunch, and coffee breaks
- Guest room block for overnight attendees
- Business center access
- High-speed internet throughout

We have previously held successful events at similar venues and understand the importance of professional service and attention to detail. Could you please provide a comprehensive proposal including pricing for venue rental, catering options, and group accommodation rates?

We would also appreciate the opportunity to visit your facilities to ensure they meet our needs.

Please let me know your availability for a site visit.

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

Professionally,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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