

Hotel Inquiry Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Dear [Hotel Manager/Reservation Manager],

Subject: Inquiry about Hotel Accommodation

I hope this letter finds you well. I am writing to inquire about the availability and details of accommodation at [Hotel Name] for my upcoming stay.

My visit is planned for [Arrival Date] to [Departure Date], and I am interested in reserving [number of rooms] for [number of nights]. The details of my stay are as follows:

1. Check-in Date: [Arrival Date]
2. Check-out Date: [Departure Date]
3. Number of Adults: [Number of adults]
4. Number of Children: [Number of children (if applicable)]
5. Room Preference: [Single/Double/Twin/Executive Suite, etc.]
6. Special Requirements: [Any specific requests or preferences you might have, e.g., non-smoking rooms, wheelchair accessibility, etc.]

Could you please provide information on the following:

- Room availability for the specified dates.
- Rates for each room type per night.

- Any ongoing promotions or discounts during my stay.
- Hotel amenities and services available for guests.
- Cancellation policies and any other relevant terms and conditions.

Additionally, I would like to inquire about transportation options to and from the hotel, especially if there is an airport shuttle service available.

If possible, I would appreciate a confirmation email with the details and total cost of the reservation to facilitate my decision-making process.

Please feel free to contact me via email at [Your Email Address] or by phone at [Your Phone Number] if you require any further information or have any questions.

Thank you for your time and attention to this inquiry. I eagerly await your prompt response and look forward to the possibility of staying at [Hotel Name].

Sincerely,

[Your Name]