Name of the concerned person  
Designation  
Name of the institution  
City, country, Zip Code

Date

Subject: Hotel services proposal for [X]

Dear Mr. ABC,

Greetings of the day!

I am Ms. [LMN], and I am currently working as the public relations officer at (hotel name). I am writing this letter in response to your call. You have called our office and asked about the detailed information about our services and promotional discounts. As you have told my team that you are the head of department at a University [NAME]. You have asked for these details because you want to organize a conference at our hotel. You have mentioned that you will need hotel rooms as well for the foreign delegates who will attend this conference and all the event management and planning details.

I am really obliged to hear that you have selected our hotel for this purpose, and we will love to organize this conference for your university. Our hotel offers a promotional discount for the universities (Details of the discount package).

Our hotel also provides special rooms for the foreign delegates in our premium package (Details of the package). I have provided you all the required information in accordance with your queries. I have also attached our brochure and complete portfolio of our hotel with this letter.

Please confirm the number of attendants, type of decor, and sitting arrangements. Please also mention the details of food items you want us to arrange for the attendants of the conference. I will be greatly obliged to you if you consider our hotel for organizing your conference.

Thanking you in anticipation.

Sincerely,

Your name  
Signature

Date

Designation  
Contact details  
List of attached documents