

## Hotel Request Letter

[Date]

[Recipient's Name]

[Recipient's Title]

[Hotel Department]

[Hotel Address]

Dear [Recipient's Name],

My name is [Your Name], and I am the [Your Job Title] at [Your Company Name]. I am writing to formally request assistance with coordinating amenities for an upcoming corporate conference scheduled to take place from [Date] to [Date], at our hotel's conference center.

Our conference will be attended by [000] guests, and we require the following items and services to ensure a successful event:

### Conference Room Setup

- Classroom-style seating for 150 attendees
- Podium with microphone
- Projector and screen for presentations

### Catering Services

- Buffet-style lunch for three days ([Date] to [Date]) with vegetarian and non-vegetarian options
- Continuous coffee and refreshment station available during conference hours

### Audiovisual Equipment

# Sample Request Letter For Hotel Inspection

**Peipei Pang**



**Sample Request Letter For Hotel Inspection:**

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