

[Your Name]
[Your Title/Position]
[Your Organization/Event Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[JW Hotel Name]
[Hotel Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to invite you to [Event Name] taking place at the JW [Hotel Name] on [Event Date] at [Event Time]. This event will bring together [brief description of attendees or purpose of the event]. We would be honored to have JW [Hotel Name] as our venue partner for this event. Your elegant facilities and exceptional service would provide the perfect backdrop for our gathering.

Details of the event are as follows:

- Date: [Event Date]
- Time: [Event Time]
- Location: [Specific location within the hotel if applicable]
- Agenda: [Brief agenda if necessary]

Please let us know your availability to host this event, and if you require any further information or specifications regarding our requirements.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization/Event Name]