

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
JW Marriott [Hotel Name]
[Hotel Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing on behalf of [Your Company] to formally propose a partnership for our upcoming corporate events at JW Marriott [Hotel Name]. We are greatly impressed with your venue and believe it aligns perfectly with our event requirements.

We are planning to host [brief description of the event(s), e.g., conferences, workshops, team-building activities] on [dates]. We expect approximately [number of attendees] participants, and we are seeking a sophisticated venue that offers a professional atmosphere along with exceptional service.

Specifically, we are interested in the following amenities and services:

- Conference and meeting rooms with audio-visual capabilities
- Catering options for meals and beverages
- Guest accommodations for our team
- Parking availability and transportation options

We would love the opportunity to discuss how JW Marriott [Hotel Name] can meet our needs and create a mutually beneficial partnership. Could we schedule a meeting or call to further discuss our proposal at your earliest convenience?

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

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]