

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Reservations Team

JW Marriott [Hotel Location]

[Hotel Address]

[City, State, Zip Code]

Dear JW Marriott Reservations Team,

I hope this message finds you well. I am writing to inquire about accommodation options at JW Marriott [Hotel Location] for an upcoming trip.

****Travel Dates:**** [Check-in Date] to [Check-out Date]

****Number of Guests:**** [Number of Adults] and [Number of Children]

****Room Preference:**** [e.g., King, Queen, Suite]

****Special Requests:**** [e.g., Accessibility needs, specific floor, etc.]

Could you please provide information regarding availability, rates, and any special packages or promotions during my stay? Additionally, I would appreciate details on amenities and services offered during my visit.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title (if applicable)]

[Your Company (if applicable)]

[Your Contact Information]