

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

[Recipient's Name]  
[Recipient's Position]  
JW Marriott [Location]  
[Hotel Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Company/Organization]. We are currently in the process of planning a conference and are considering JW Marriott [Location] as a potential venue.

The conference is scheduled to take place on [Proposed Dates], and we expect approximately [Number of Attendees] participants. We would appreciate it if you could provide us with information regarding the following:

1. Availability of conference rooms and suitable event spaces
2. Accommodation options for our attendees
3. Catering and audiovisual services available
4. Pricing and any package deals you may offer

We are particularly interested in [any specific requirements or details] that will enhance our attendees' experience.

Thank you for your time and assistance. I look forward to your prompt response so that we may take the next steps in our planning process.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]