

[Your Company's Letterhead]

[Date]

[Recipient Name]

[Title]

JW Marriott [Location]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. We are in the process of planning our upcoming corporate retreat and are considering JW Marriott [Location] as our venue of choice.

We expect approximately [number of attendees] attendees from [dates of the retreat]. Our primary objectives for the retreat include [briefly outline objectives, e.g., team building, strategic planning, etc.].

We would appreciate a proposal including:

1. Venue options
2. Accommodation details
3. Meeting room availability and A/V equipment
4. Catering options
5. Group activity suggestions
6. Pricing information

Please let us know if there are any specific packages available for corporate retreats or any additional services you offer. We would like to arrange an initial discussion or visit to your property at your earliest convenience.

Thank you for your assistance, and we look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]