

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

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

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to inquire about hosting an upcoming event at JW Marriott [Location]. We are planning to hold [Event Name] on [Event Date] and expect approximately [Number of Attendees] attendees.

We are particularly interested in [specific type of event: conference, wedding, corporate retreat, etc.] and would appreciate any information regarding available venues, catering options, and any packages that you may offer. Additionally, please share details regarding audio-visual capabilities and any other amenities included in the venue rental.

It would be great to arrange a site visit to discuss the potential for our event further. Please let me know your availability, and if there are any forms or additional details I need to provide beforehand.

Thank you for your assistance. I look forward to hearing from you soon.

Warm regards,

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