

[Your Name]
[Your Position]
[Your Company/Organization Name]
[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. I am writing to inquire about group reservations at the JW Marriott [Location] for an upcoming event.

We are planning to host [describe the event, e.g., a corporate retreat, a wedding, etc.] from [start date] to [end date] and anticipate approximately [number of guests] attendees. We would like to request a block of rooms for our guests, as well as information on any available meeting spaces and amenities your hotel offers.

Please provide us with the following information:

1. Room rates per night for [specify room types if applicable].
2. Availability of meeting spaces during our stay.
3. Any group packages or special offers that you may have.
4. Cancellation and deposit policies.

We would appreciate it if you could respond by [specific date] so we can finalize our plans accordingly. Thank you for your assistance, and we look forward to the possibility of working with you.

Warm regards,

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