

[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. As we approach the holiday season, I would like to inquire about the holiday celebration arrangements at JW Marriott [Location]. We are interested in hosting a [type of event, e.g., holiday party, corporate gathering] on [preferred date] and would appreciate your assistance in planning this special occasion.

Specifically, we would like information regarding:

1. Available event spaces and capacity
2. Catering options and menu selections
3. Additional services such as decorations, audio-visual equipment, and entertainment
4. Pricing and packages for our group size of [number of guests]
5. Any special holiday promotions or offerings available

We are eager to create a memorable experience for our guests and believe that JW Marriott [Location] would be the perfect venue. Please let us know if a meeting or call can be arranged to discuss the details further. Thank you for your attention to this matter. I look forward to your prompt response.

Warm regards,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Phone Number]
[Your Email Address]