

[Your Name]  
[Your Position]  
JW Marriott [Hotel Name]  
[Hotel Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

We are delighted to hear about your upcoming special occasion and would be honored to assist you in creating unforgettable memories at JW Marriott [Hotel Name].

At JW Marriott, we pride ourselves on providing exceptional service and luxurious experiences. Whether you are celebrating a wedding, anniversary, birthday, or any other significant milestone, our dedicated team is focused on ensuring every detail is customized to your needs. We offer a variety of exquisite venues equipped to host gatherings of all sizes, along with a range of catering options that can be tailored to your preferences. Additionally, our exclusive packages can help you enhance your experience, making it even more special.

Please let us know your preferred dates and any specific requests you may have, and we will be happy to provide you with a detailed proposal that fits your vision for the occasion.

Thank you for considering JW Marriott [Hotel Name] for your celebration. We look forward to the opportunity to work with you and make your special event truly memorable.

Warm regards,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
JW Marriott [Hotel Name]