

[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 writing to inquire about the availability and pricing for venue rental at the JW Marriott [Specific Location] for an upcoming event we are planning.

****Event Details:****

- ****Event Type:**** [Type of Event, e.g., Corporate Meeting, Wedding, etc.]
- ****Date:**** [Desired Date]
- ****Time:**** [Start Time] to [End Time]
- ****Estimated Attendance:**** [Number of Guests]

We are interested in learning about the different spaces available for our event, along with any amenities or services that may be provided, such as catering options, audiovisual equipment, and parking arrangements.

Please provide us with your rental rates, deposit requirements, and cancellation policy at your earliest convenience.

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

Best regards,

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