

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
Sales and Events Team
JW Marriott [Location]
[Hotel Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

My fiancé(e) and I are in the early stages of planning our wedding and are interested in hosting our special day at JW Marriott [Location]. We are considering a date in [Month/Year] and would love to gather more information about your wedding packages, available venues, and any other services you may offer.

Specifically, we would like to know about:

1. Venue options for the ceremony and reception
2. Capacity and setup arrangements
3. Catering options and menu samples
4. Pricing details and any packages available
5. Accommodation arrangements for guests

We are excited about the possibility of celebrating our wedding at your beautiful venue and look forward to your prompt response.

Thank you for your assistance.

Warm regards,

[Your Name]

[Your Partner's Name]