

[Your Name]  
[Your Position]  
[Your Organization/Group Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Hostel Name]  
[Hostel Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about group bookings at [Hostel Name] for [dates of stay]. We are planning a group of [number of participants] people and would like to secure accommodations for the duration of our visit.

Please provide us with the following information:

1. Availability for the specified dates
2. Group rates and any discounts offered
3. Room configurations available
4. Amenities and facilities included
5. Cancellation policies and payment terms

Thank you for your assistance. We look forward to your prompt response to help us make our arrangements.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization/Group Name]