Hotel Room Block Information For Smith/Franklin Wedding

Dear [Name]:

For the convenience of our guests, we have reserved a block of hotel rooms and wanted to pass on relevant information. If you have any questions, please do not hesitate to call either myself or my better half at (XXX)XXX-XXXX.

One thing to note is that there is going to be a large city-wide event the same weekend as our wedding so hotel rooms will sell fast. If you do intend on coming (and we’re hoping you do), please reserve before [Date] at the following hotel:

Hotel Name: Best Western Hotel, Buffalo NY 14201

Website: www…..

Tel #: (XXX)XXX-XXXX

## Hotel Information

The hotel is located at 32 Saturn Street in the Historic Art District one block from our wedding venue. They offer some great amenities that we think you will appreciate including:

* Complimentary Internet
* Complimentary Full Breakfast
* Complimentary Shuttle to the wedding (So you don’t have to drive)
* Indoor heated pool
* On-Site Restaurant and Bar

The hotel has agreed to offer us a shuttle to and from the event. Shuttle departure and arrival times will be posted at the front desk upon your arrival.

## How to make a reservation

To take advantage of the discounted group hotel rates, please call Guest Accommodations at (XXX) XXX-XXXX. When calling to reserve your room, mention that you are attending the Smith/Frnaklin wedding and have your personal credit card ready to guarantee your reservation.

You can alternatively go to [www….] to make the reservations online. The group hotel rate code is [Enter special rate code].

We have blocked 20 rooms for the dates of July 16 and July 17. You can reserve rooms for both dates or either date. To ensure that you get the room type and rate, please make your plans as early as possible. These rooms are available at the group rate until the room block has been filled or until June 16, after which their standard rate and availability restrictions will apply.

## Room Types:

King Deluxe : A large, comfortable room with one king sized bed.

Wedding Room Block Rate: $ 109.00

Deluxe Two Queen: Standard-size with two queen-sized beds.

Wedding Room Block Rate: $ 129.00

Sincerely yours,

The Smith And Franklin Family