

Subject: Inquiry: Meeting Logistics and Venue Preferences for [Meeting Name]

Dear [Recipient Name],

We are currently in the process of organizing the upcoming [Meeting Name] scheduled for [Date]. To ensure the event runs smoothly and meets everyone's requirements, we would like to gather your preferences regarding logistics and venue specifications.

Please provide your feedback on the following items:

- **Preferred Location/Area:** [e.g., Downtown, near the airport, or specific neighborhood]
- **Meeting Room Layout:** [e.g., Boardroom, U-shape, Classroom, or Theater style]
- **Technical Requirements:** [e.g., High-speed Wi-Fi, Projector/Screen, Video Conferencing tools, Microphones]
- **Catering Preferences:** [e.g., Breakfast, Lunch, Coffee/Snacks, and any specific dietary restrictions]
- **Transportation & Parking:** [e.g., Requirement for onsite parking or proximity to public transit]
- **Accommodation:** [e.g., If overnight stay is required, do you have a preferred hotel?]

If you have any other specific requests or accessibility requirements, please let us know by [Deadline Date].

Thank you for your assistance in planning a successful meeting.

Best regards,

[Your Name]
[Your Title]
[Your Company]