



GULF SHORES & ORANGE BEACH

It's a Whole Different State

Things to include in email after receiving the RFP

- Attach the proposal to the client on company letterhead
- Include why they are receiving your proposal
- Invite client to your property for a site-visit
- Have client consider alternate dates if you do not have their dates available

Example

Thank you for your interest in bringing your group to the Gulf Coast of Alabama. Your inquiry was sent to me by Mary Statkewicz of the Gulf Shores and Orange Beach Tourism office.

I have checked your requested dates of September 30 - October 4, 2013 and unfortunately do not have rooms or space availability to accommodate your needs.

However, if you are flexible and would consider the dates of November 4-8, 2013, we do have rooms and space available. If this is acceptable, I can prepare a full proposal for your consideration. In the meantime, I am attaching some hotel information for your review. Also, if time allows, I would like the opportunity to show you our property in person.

Thanks again for your interest and consideration. I am looking forward to speaking with you soon.

251.974.1510

f: 251.974.1509

Gulf Shores & Orange Beach Tourism
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