

Last Minute Reservation Request

Date: [Insert Date]

To: [Hotel/Travel Agency Name]

From: [Your Name]

Subject: Urgent Reservation Request

Dear [Hotel/Travel Agency Name],

I hope this message finds you well. I am writing to request a last minute reservation for my upcoming travel plans. Due to unforeseen circumstances, I need to travel to [Destination] on [Date] and would greatly appreciate your assistance in securing accommodation.

Here are the details of my request:

- **Check-in Date:** [Insert Check-in Date]
- **Check-out Date:** [Insert Check-out Date]
- **Number of Guests:** [Insert Number of Guests]
- **Preferred Room Type:** [Insert Room Type]

Please let me know if you have any availability, as well as the rates and any necessary information I should be aware of. I understand this is a last-minute request, and I am willing to discuss any adjustments that may be necessary.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]