

Hotel Booking Modification Request

Dear [Hotel Name] Reservations Team,

I hope this message finds you well. I would like to request a modification to my existing hotel reservation.

Reservation Details:

- Guest Name: [Your Name]
- Reservation Number: [Reservation Number]
- Check-in Date: [Original Check-in Date]
- Check-out Date: [Original Check-out Date]

Modification Request:

- New Check-in Date: [New Check-in Date]
- New Check-out Date: [New Check-out Date]
- Room Type: [Desired Room Type]

Please let me know if the modification can be accommodated and if there are any additional charges involved.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Contact Information]