

# Special Request Submission

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to submit a special request for my upcoming stay at [Hotel Name] on [Check-in Date] to [Check-out Date].

## Reservation Details:

- Name: [Your Name]
- Confirmation Number: [Your Confirmation Number]
- Room Type: [Expected Room Type]

## Special Request:

[Clearly outline your special request here. For example, "I would greatly appreciate a room on a higher floor, a late check-in time, or arrangements for a surprise birthday celebration."]

Thank you for your attention to this request. I look forward to your confirmation and to an enjoyable stay at [Hotel Name].

Sincerely,

[Your Name]

[Your Contact Information]