

Request for Price Adjustment

To: [Hotel/Accommodation Name]

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. We are writing to formally request a price adjustment for our upcoming group stay at [Hotel Name] from [Start Date] to [End Date]. Our reservation number is [Reservation Number].

Due to [reason for the request, e.g., a change in the number of guests, extended stay, or a competitive rate from another hotel], we would like to discuss potential adjustments to the pricing initially agreed upon.

We appreciate the services your establishment offers and would like to continue our relationship with [Hotel Name]. We believe that adjusting the price could greatly benefit both parties involved.

We are open to discussing this matter at your earliest convenience and would appreciate any considerations you could provide. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Company/Organization Name]

[Your Position]

[Contact Information]