

Hotel Tour Request

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Email: [Hotel Email]

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name] and I am interested in exploring the facilities at [Hotel Name] for a potential stay. I would like to request a tour of your hotel to get a better understanding of your offerings and services.

If possible, I would appreciate if you could schedule the tour on [Preferred Date(s)] at [Preferred Time(s)]. Please let me know if these times are convenient or if there are other available options.

Thank you for considering my request. I look forward to your prompt response.

Best Regards,

[Your Name]

[Your Contact Information]

[Your Address]