

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a discount for an extended stay at [Hotel Name] during my upcoming business trip to [City] from [Start Date] to [End Date]. I will be in town for [duration] to attend [reason for travel or event].

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]