

Hotel Booking Modification Request

Your Name: [Your Name]

Booking Reference Number: [Booking Reference]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

Dear [Hotel Name] Reservations Team,

I hope this message finds you well. I am writing to request a modification to my upcoming hotel reservation scheduled for [Check-in Date] to [Check-out Date]. My booking reference number is [Booking Reference].

Due to unforeseen circumstances, I would like to cancel the additional services I had initially scheduled, specifically:

- [Service 1]
- [Service 2]
- [Service 3]

I appreciate your assistance in this matter and would like to confirm that the main accommodation remains unchanged. Please let me know if there are any issues or if you require additional information.

Thank you for your understanding and prompt attention to this request.

Sincerely,
[Your Name]