

Hotel Booking Modification Request

To: [Hotel Name]

Address: [Hotel Address]

Date: [Current Date]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to formally request a modification to my existing hotel reservation.

Reservation Details:

- **Name:** [Your Full Name]
- **Reservation Number:** [Your Reservation Number]
- **Original Check-in Date:** [Original Check-in Date]
- **Original Check-out Date:** [Original Check-out Date]

I would like to request a change in the dates. The new desired dates are:

- **New Check-in Date:** [New Check-in Date]
- **New Check-out Date:** [New Check-out Date]

I appreciate your assistance with this modification and look forward to your prompt response. Please let me know if there are any additional fees or requirements I should be aware of.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]