

# Hotel Booking Modification 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. I am writing to request a modification to my existing hotel booking.

## **Booking Details:**

- Booking Reference: [Insert Booking Reference]
- Original Guest Name: [Insert Original Guest Name]
- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]

Due to unforeseen circumstances, I would like to request the following changes to the guest details:

- New Guest Name: [Insert New Guest Name]
- Contact Number: [Insert New Guest Contact Number]

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]