

# Hotel Booking Modification Request

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a modification to my existing hotel reservation (Confirmation Number: [Insert Confirmation Number]) due to a change in my travel plans.

I would like to extend my stay at your hotel from [Original Check-out Date] to [New Check-out Date]. Please let me know if you have availability for the additional nights, and if so, the updated rate.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]