

Hotel Booking Modification Request

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Attention: Reservations Department

Dear [Hotel Manager's Name or Reservations Department],

I hope this message finds you well. I am writing to request a modification to our group booking with confirmation number [Insert Confirmation Number] made on [Insert Original Booking Date]. Our group is scheduled to stay from [Insert Check-in Date] to [Insert Check-out Date] and consists of [Insert Number of Guests].

Due to [brief explanation of reason for modification], we would like to request the following adjustments:

- [Detail the first modification, e.g., change of dates, number of rooms, etc.]
- [Detail the second modification, if necessary]
- [Additional adjustments, if necessary]

We appreciate your assistance in accommodating these changes. Please let us know if the proposed modifications can be processed and if there are any additional charges involved.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization Name]

Email: [Your Email]

Phone: [Your Phone Number]