

# Hotel Booking Modification Request

Dear [Hotel Name] Reservations Team,

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

Here are the details of my current booking:

- Guest Name: [Your Name]
- Reservation Number: [Reservation Number]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

Due to [reason for modification], I would like to request a change in my room type from [Current Room Type] to [Desired Room Type].

I kindly ask you to confirm the availability of the requested room type for my reservation dates and any additional charges that may apply.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]