

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 hotel reservation due to special accessibility needs.

Details of my booking are as follows:

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

In order to ensure a comfortable stay, I would like to request the following modifications:

- A room with wheelchair accessibility
- Assistance with check-in
- Access to any appropriate facilities during my stay

Please let me know at your earliest convenience if these adjustments can be accommodated. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]