

Hotel Booking Modification Request

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to request a modification to my upcoming hotel reservation at [Hotel Name], scheduled for [Check-in Date] to [Check-out Date]. My reservation number is [Reservation Number].

As this stay is for a special occasion, [Briefly explain the special occasion, such as an anniversary, birthday, etc.], I would appreciate your assistance in making some arrangements to enhance our experience.

Specifically, I would like to request the following modifications:

- [Specific Request 1, e.g., room decoration, special amenities]
- [Specific Request 2, e.g., late check-out, special meal arrangements]
- [Any other requests]

Thank you very much for your attention to this request. I look forward to your prompt response so that we can ensure a memorable experience.

Warm regards,

[Your Name]

[Your Contact Information]