

# 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 booking at your establishment.

Booking Details:

- Reservation Name: [Your Name]
- Reservation Number: [Your Reservation Number]
- Original Location: [Original Location]
- New Location Requested: [Desired Location]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

Due to unforeseen circumstances, I would like to switch my booking from [Original Location] to [Desired Location]. I would appreciate your assistance in making this adjustment, if possible.

Please let me know if there are any additional fees or processes required to complete this modification.

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

Best regards,

[Your Name]

[Your Contact Information]