

Hotel Booking Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a modification to my current booking at your esteemed hotel.

Booking Details:

- Reservation Number: [Insert Reservation Number]
- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]
- Current Accommodation: [Current Room Type]

I would like to request an upgrade to [Desired Room Type], if available. I believe this upgrade would enhance my experience during my stay.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]