Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request an extended stay reservation at [Hotel Name] for the upcoming [Conference Name] scheduled from [Start Date] to [End Date].

Based on my schedule, I would like to book accommodations from [Check-in Date] to [Check-out Date]. The details of my stay are as follows:

- Guest Name: [Your Name]
- Room Preference: [Single/Double/King Suite]
- Number of Guests: [Number of Guests]
- Special Requests: [Any special requests]

Please let me know about availability and the rates for the specified dates at your earliest convenience. If you require any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Best regards,

[Your Name]
[Your Position/Title]
[Your Organization]
[Your Contact Information]