

Letter of Appeal for Hospitality Suite Allocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email]

[Your Phone Number]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State ZIP Code]

Dear [Hotel Manager's Name],

I hope this letter finds you well. I am writing to formally appeal for the allocation of a hospitality suite for our upcoming family reunion scheduled for [Insert Date of Reunion] at [Location of Reunion].

Our family gathering will involve around [Number of Family Members] members traveling from various parts of the country, and we believe that a hospitality suite would greatly enhance our experience. It would provide a comfortable space for family members to connect, share memories, and celebrate our time together.

We have previously visited your hotel and have always appreciated the exceptional service and amenities provided, making it the ideal location for our reunion. We understand that there may be constraints regarding availability, but we kindly ask you to consider our request and accommodate us if possible.

Thank you for considering our appeal. We look forward to the possibility of celebrating our family reunion at [Hotel Name] and hope to hear from you soon.

Sincerely,

[Your Name]

[Your Relation to the Family]