

Dear [Hotel Name] Customer Service Team,

I hope this message finds you well. I am writing to formally request the claim of my loyalty rewards associated with my recent stay at your esteemed hotel. My stay was from [Check-in Date] to [Check-out Date], under the reservation number [Reservation Number].

As a loyal guest, I have accumulated points from my stays, and I would like to redeem them for [specific reward or benefit you wish to claim, e.g., a free night, room upgrade, etc.].

Attached to this email are the relevant documents proving my stay and the points accrued. I would appreciate your prompt attention to this matter and am looking forward to your confirmation of my reward claim.

Thank you for your continued excellent service and for providing a wonderful experience during my visits. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]