

# Early Check-In 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 an early check-in for my upcoming stay at your hotel. My reservation is under the name [Your Name] for the dates [Check-In Date] to [Check-Out Date], and the confirmation number is [Confirmation Number].

As a disabled guest, I have specific needs that prompt this request. Arriving earlier would greatly assist me in settling in comfortably. I would appreciate any accommodations you could provide for my early arrival.

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

Warm regards,

[Your Name]

[Your Contact Information]