Dear [Hotel Manager/Staff],

I hope this message finds you well. I am writing to request an early check-in for my stay at [Hotel Name] on [Check-in Date]. I will be attending [Event Name] and would greatly appreciate the opportunity to settle in before the event begins.

My reservation details are as follows:

- Name: [Your Name]
- Reservation Number: [Reservation Number]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

If possible, I would love to check in around [Requested Check-in Time]. I understand that this request is subject to availability, and I appreciate any accommodation you can provide.

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

Best regards,
[Your Name]
[Your Contact Information]