

# Request for Early Check-In

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 on [Insert Check-In Date]. My reservation number is [Insert Reservation Number].

The reason for my request is that I am celebrating a special occasion: [Briefly describe the occasion, e.g., anniversary, birthday, etc.]. It would mean a lot to us to start our celebration as early as possible on that day.

I understand that check-in times are standard; however, if you could accommodate this request, it would greatly enhance our experience. If there are any additional charges or arrangements necessary, please let me know.

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

Warm regards,

[Your Name]

[Your Contact Information]