

Hotel Reservation Request

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I am writing to request a reservation at your hotel. I would like to book a room for the following dates:

Check-in Date: [Insert Check-in Date]

Check-out Date: [Insert Check-out Date]

Room Type: [Specify Room Type, e.g., Single, Double, Suite]

Number of Guests: [Insert Number of Guests]

Additionally, please let me know about the availability of amenities such as Wi-Fi, breakfast, and parking. If possible, I would appreciate a confirmation of my reservation along with the total cost.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]