

# Room Upgrade Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to formally request a room upgrade for my upcoming stay at [Hotel Name] from [Check-in Date] to [Check-out Date].

My reservation number is [Reservation Number], and I am currently booked in a [Current Room Type]. I would greatly appreciate your consideration for an upgrade to a [Desired Room Type], if available.

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

Sincerely,

[Your Name]