

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 your consideration for an upgrade to my current room reservation at [Hotel Name], scheduled for [dates of stay]. My reservation number is [Reservation Number].

As a frequent visitor to your hotel, I have always appreciated the excellent service and accommodations provided. As I look forward to my upcoming stay, I would be grateful if you could consider granting me a room upgrade to enhance my experience further.

I believe an upgraded room would greatly contribute to my overall satisfaction during my stay, and I am willing to discuss any associated costs.

Thank you for considering my request. I look forward to hearing from you soon.

Warm regards,
[Your Name]