

Room Upgrade Inquiry

Dear [Hotel Name] Team,

I hope this message finds you well. I am writing to inquire about the possibility of upgrading my accommodations for my upcoming stay at your hotel from [Check-in Date] to [Check-out Date].

My current reservation is under the name [Your Name] with the confirmation number [Confirmation Number]. I would love to know if there are any available options for upgrading my room to enhance my experience during my stay.

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

Best regards,

[Your Name]

[Your Contact Information]