

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a complimentary upgrade to my room for my upcoming stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. My reservation number is [Reservation Number].

As a loyal guest and [mention any relevant loyalty program status or previous stays], I would be grateful if you could consider my request. My partner and I are looking forward to celebrating [mention any special occasion, if applicable] and an upgraded room would certainly enhance our experience.

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

Sincerely,
[Your Name]
[Your Contact Information]