

Subject: Request for Complimentary Upgrade

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Hotel/Company Name]

[Hotel/Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a complimentary upgrade 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 frequent traveler, I have always appreciated the exceptional service provided by your establishment. A complimentary upgrade would greatly enhance my experience and provide me with the comfort and amenities I have come to expect from [Hotel Name].

Thank you for considering my request. I look forward to your positive response and enjoying my stay at your esteemed hotel.

Sincerely,

[Your Name]