

# Request for Special Accommodations

Date: [Insert Date]

To: [Spa Manager's Name]

[Spa Name]

[Spa Address]

Dear [Spa Manager's Name],

I hope this message finds you well. I am writing to request special accommodations for my upcoming spa visit scheduled for [Insert Date]. Due to [briefly explain the reason for your request, e.g., a medical condition, pregnancy, etc.], I would greatly appreciate your assistance in making my experience comfortable and enjoyable.

Please find below the specifics of my request:

- Type of Treatment: [Specify treatments, e.g., massage, facial, etc.]
- Special Needs: [List any specific accommodations needed, e.g., accessible room, pressure preferences, etc.]
- Additional Information: [Provide any other pertinent details, e.g., allergies, preferences, etc.]

Thank you for considering my request. I am looking forward to my visit and appreciate your attention to these accommodations. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]