

Room Reservation Modification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a modification to my existing room reservation at your hotel.

Details of the current reservation:

- Reservation Name: [Your Name]
- Reservation Confirmation Number: [Confirmation Number]
- Original Check-in Date: [Original Check-in Date]
- Original Check-out Date: [Original Check-out Date]

I would like to request the following modifications:

- New Check-in Date: [New Check-in Date]
- New Check-out Date: [New Check-out Date]
- Room Type: [Room Type, if applicable]

Please let me know if the requested changes can be accommodated and if there are any additional fees.

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

Sincerely,

[Your Name]