

Dear [Guest's Name],

We are pleased to inform you that as a valued guest, we are offering you a complimentary upgrade for your upcoming weekend stay at [Hotel Name].

Your upgraded accommodation will provide you with enhanced comfort and amenities to make your stay even more enjoyable. We look forward to welcoming you and ensuring that your experience exceeds your expectations.

Please feel free to reach out to our front desk if you have any special requests or need further assistance.

Thank you for choosing [Hotel Name]. We can't wait to host you!

Warm regards,
[Your Name]
[Your Position]
[Hotel Name]
[Contact Information]