

Hotel Reservation Request

To: [Hotel Name]

Address: [Hotel Address]

Date: [Current Date]

Dear [Hotel Manager's Name],

I am writing to request a reservation at your hotel for the following dates:

- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Number of Guests:** [Number of Guests]
- **Room Type:** [Preferred Room Type]

Please let me know if you have availability for the aforementioned dates and any applicable rates. I can be reached at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]