

Special Request Submission

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to submit a special request for my upcoming stay at your esteemed hotel.

Reservation Details:

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

Special Request:

[Describe your special request here, e.g., "I would appreciate it if you could arrange for a quiet room away from the elevators." or "Please provide a baby crib for my infant."]

Thank you for considering my request. I appreciate your assistance and look forward to my stay.

Sincerely,

[Your Name]

[Your Contact Information]