

# Last-Minute Hotel Booking Request

Date: [Insert Date]

To: [Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to inquire about the availability of a room for a last-minute stay at your esteemed hotel. I plan to arrive on [insert arrival date] and will be checking out on [insert departure date].

Due to unforeseen circumstances, I am looking for accommodations for [insert number of guests] and would appreciate any options you may have available. If possible, I would prefer a [insert room preference, e.g., single, double, suite] room.

Could you please provide me with the rates and availability for my stay? I can be reached at [insert phone number] or [insert email address] for any further communication.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]