

# Dear [Guest's Name],

We are thrilled to have you as our valued guest at [Hotel Name]. As a token of our appreciation for choosing us for your upcoming stay, we are pleased to offer you a complimentary room upgrade!

This upgrade will provide you with [details about the new room features, e.g., "a spacious suite with breathtaking views and luxurious amenities"]. We hope this enhances your experience and makes your stay even more enjoyable.

Your upgraded room has been confirmed for your reservation from [check-in date] to [check-out date].

If you have any questions or special requests, please feel free to reach out to us at [contact information].

We look forward to welcoming you soon!

Warm regards,

[Your Name]  
[Your Position]  
[Hotel Name]  
[Contact Information]