

VIP Lounge Guest Access Request

Date: [Insert Date]

To: [Lounge Manager's Name]

[Lounge Name]

[Lounge Address]

Dear [Lounge Manager's Name],

I hope this message finds you well. I am writing to formally request access to the VIP lounge for myself and my guest(s) on [insert date(s)].

As a valued member of [explain your membership/connection], I greatly appreciate the exclusivity and amenities that the VIP lounge provides. I would like to extend this experience to [guest's name(s)], who are [briefly explain the relevance of the guest].

The details are as follows:

- Date of Access: [Insert Date]
- Number of Guests: [Insert Number]
- Guest Names: [Insert Guest Names]

Please let me know if you require any further information or if there are any forms to complete.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Membership ID/Number, if applicable]