

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I have a reservation for [check-in date] to [check-out date] under the confirmation number [Confirmation Number]. I am reaching out to kindly request an upgrade for my hotel room.

I would truly appreciate any consideration you can provide regarding this request, as I am celebrating [mention any special occasion, e.g., anniversary, birthday], and it would mean a lot to have a more enhanced experience during my stay.

Thank you for your time and assistance. I look forward to your positive response.

Best regards,

[Your Name]

[Your Contact Information]