

# Special Request for Hotel Room Arrangements

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to make a special request regarding my upcoming stay at [Hotel Name], scheduled from [Check-in Date] to [Check-out Date].

I would like to request the following arrangements to ensure a comfortable stay:

- [Specific room type or preference]
- [Accessibility requirements, if any]
- [Any additional amenities or services]

Thank you for your attention to this matter. I look forward to your confirmation and appreciate any assistance you can provide.

Best regards,

[Your Name]

[Your Contact Information]

[Your Reservation Number, if applicable]