

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hotel Manager's Name]
JW Marriott [Hotel Name]
[Hotel Address]
[City, State, Zip Code]
Dear [Hotel Manager's Name],
I hope this letter finds you well. I am writing to request a reservation
at JW Marriott [Hotel Name] for my upcoming stay.
Reservation Details:
- **Check-in Date:** [Insert Date]
- **Check-out Date:** [Insert Date]
- **Number of Guests:** [Insert Number]
- **Room Type:** [Specify Room Type]
Additionally, I would appreciate any information regarding available
amenities, dining options, and special offers during my stay.
Please let me know the total cost for the reservation and any
requirements necessary to confirm our booking.
Thank you for your assistance. I look forward to hearing from you soon.
Warm regards,
[Your Name]
[Your Signature (if sending a hard copy)]