

[Your Name]

[Your Room Number]

JW Hotel

[Hotel Address]

[City, State, Zip Code]

[Date]

Dear Room Service Team,

I hope this message finds you well. I would like to place an order for room service. Please find my order details below:

****Order Details:****

1. [Item 1 Name] - [Quantity]

2. [Item 2 Name] - [Quantity]

3. [Item 3 Name] - [Quantity]

4. [Special Instructions if any]

****Preferred Delivery Time:**** [Specify Time]

Please charge the order to my room account. If you have any questions or need to confirm anything, feel free to reach me at [your contact number].

Thank you for your assistance!

Best regards,

[Your Name]

[Contact Information]