

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Guest Services

JW Marriott [Hotel Location]
[Hotel Address]
[City, State, ZIP Code]

Dear Guest Services Team,

I hope this message finds you well. I am writing to inquire about the possibility of a room upgrade for my upcoming stay at JW Marriott [Hotel Location] from [Check-in Date] to [Check-out Date].

I have made a reservation under the name [Reservation Name] with the confirmation number [Confirmation Number]. Given my loyalty to the Marriott brand and my enthusiasm for staying at your esteemed hotel, I would be grateful if you could consider my request for an upgrade to enhance my experience.

Thank you for considering my request. I look forward to my stay at JW Marriott and appreciate any assistance you can provide.

Warm regards,

[Your Name]
[Your Marriott Rewards Number, if applicable]