

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[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 request accommodation at [Hotel Name] for an upcoming visit to Vancouver. Here are the details of my stay:

**\*\*Check-in Date:\*\*** [Insert Date]

**\*\*Check-out Date:\*\*** [Insert Date]

**\*\*Number of Guests:\*\*** [Insert Number]

**\*\*Room Preference:\*\*** [Insert Room Type, e.g., Single, Double, Suite]

If possible, I would appreciate information regarding rates, availability, and any special amenities offered during my stay.

Thank you for your assistance. I look forward to your prompt reply.

Warm regards,

[Your Name]