

[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]