



Jen Woodhouse

Good morning,

We are so excited about our first stay with you at _____ (hotel name) on _____ (dates of your stay)! **If you've stayed at the hotel before, be sure to mention that you're a loyal, repeat guest!*

We are in town celebrating _____ (birthday, anniversary, promotion, etc.) and would like to request _____ (a suite upgrade, better view, larger room, higher floor, etc.), if one is available.

My loyalty member number is _____ and our reservation confirmation number is _____.

Anything you can do to make our stay extra special would be greatly appreciated. We look forward to seeing you next week!

Many thanks,

Jen Woodhouse