

Sample Inquiry Letter for Hotel Reservation – Early Check-In

Dear Sir/Madam,

I hope this message finds you well. I am writing to inquire about the availability of rooms at your hotel, as I am planning to visit [City/Destination] from [Check-in Date] to [Check-out Date].

I am particularly interested in reserving a [type of room, e.g., single/double/deluxe suite] for myself. Additionally, I would like to kindly request the possibility of an early check-in on [Check-in Date], as my arrival is scheduled for [Time, e.g., 8:00 AM], which is earlier than the standard check-in time.

I would appreciate it if you could let me know if early check-in is available and if there are any additional charges for this service. Also, please advise on the procedures or requirements I should be aware of to facilitate a smooth check-in process.

Thank you very much for your assistance. I look forward to your prompt response and hope to arrange my stay at your esteemed establishment.

Best regards,

[Your Full Name]

[Your Contact Information]

[Optional: Any other preferences or questions]