Free Hotel Upgrade Templates

Copy, personalize, and send

Everything below is ready to copy and paste. Just fill in the bracketed details with your own trip info, and you're good to go.

1. The Email Template

Send this a few days before check-in

Dear [Hotel Manager's Name],

I hope you're having a great day! My name is [Your Name], and I have an upcoming stay at [Hotel Name] from [Check-in Date] to [Check-out Date] under confirmation number [XXXXXXX].

I'm really looking forward to my visit, as [mention if it's a special occasion, like a birthday, anniversary, or first stay at the property].

I wanted to reach out to see if there might be any complimentary upgrades available for my stay. I understand that upgrades are based on availability, but if there's any possibility of an enhanced room, such as one with a view, on a higher floor, or a suite, I would be truly grateful.

Either way, I'm excited to experience [Hotel Name] and appreciate any consideration you can provide. Thank you so much for your time, and I look forward to my stay!

Best,
[Your Name]
[Your Contact Information]

2. What to Say at the Front Desk

Use one of these when you check in

OPTION 1

“We love this property and are just grateful to be here, but if there’s an opportunity for an upgrade, we’d appreciate being considered.”

OPTION 2

“Hi! We’re so excited to be here. I know upgrades are never guaranteed, but if there happens to be any flexibility on the best rooms, we’d be incredibly grateful.”

OPTION 3

“If the hotel isn’t fully booked today and you happen to have flexibility, we would be so grateful for the opportunity to be put in the best room available.”

Tip: Friendly, low-pressure language works best. Hotels are far more likely to say yes to a guest who's easygoing than one who sounds demanding.