

Extended Stay Accommodation Request

Subject: Extended Stay Accommodation Inquiry

Dear Reservations Manager,

I am relocating to your city for a work assignment and need temporary accommodation for approximately [duration, e.g., "3-6 months"]. I am writing to inquire about extended stay options at your hotel.

My situation requires:

- A comfortable room with workspace area
- Kitchenette or access to kitchen facilities
- Reliable internet connection for work
- Weekly or monthly rate options
- Flexibility with the exact duration

I am a quiet, professional guest who values cleanliness and good service. I would treat the space with respect and follow all hotel policies during my extended stay.

Could you please provide information about:

- Available room types suitable for long-term stays
- Extended stay pricing and payment arrangements
- Hotel amenities I would have access to
- Any restrictions or special policies for long-term guests

I would prefer to settle this arrangement quickly as my work assignment begins [date]. Thank you for considering my request.

Best regards,

[Your Name]

[Your Professional Title]

[Contact Information]

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