Room Downgrade Request Form (Hotel)

| Guest Name |
|--------------------------------|
| |
| Reservation Number |
| |
| Check-In Date |
| |
| Check-Out Date |
| |
| Current Room Type |
| |
| Requested Room Type |
| |
| Reason for Downgrade |
| |
| |
| Additional Requests / Comments |
| |
| |
| |