

Professional Hotel Confirmation Template

Subject: Confirmation of Hotel Reservation - [Reservation Number]

Dear [Guest Name],

We are pleased to confirm your reservation at [Hotel Name] for your upcoming stay. Please find the details of your booking below:

Reservation Number: [Number]

Check-in Date: [Date]

Check-out Date: [Date]

Room Type: [Room Details]

Number of Guests: [Count]

Total Amount: [Currency] [Amount]

Your reservation includes [amenities/services included]. Please present this confirmation letter along with a valid photo ID upon check-in.

Should you need to modify or cancel your reservation, please contact us at least 24 hours prior to your arrival date.

We look forward to welcoming you to our establishment.

Best regards,

[Manager Name]

[Hotel Name]

[Contact Information]

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