

# Reservation Confirmation Letter

Subject: Confirmation of Reservation

Dear [Recipient Name],

This letter is to confirm your reservation at [Hotel/Restaurant/Venue] on [Date] under the name [Reservation Name]. Your reservation details are as follows: [Details: Room Type, Number of Guests, Time, etc.].

Please contact us if any changes are required. We look forward to hosting you.

Sincerely,

[Your Name]

[Your Position]

[Organization]

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