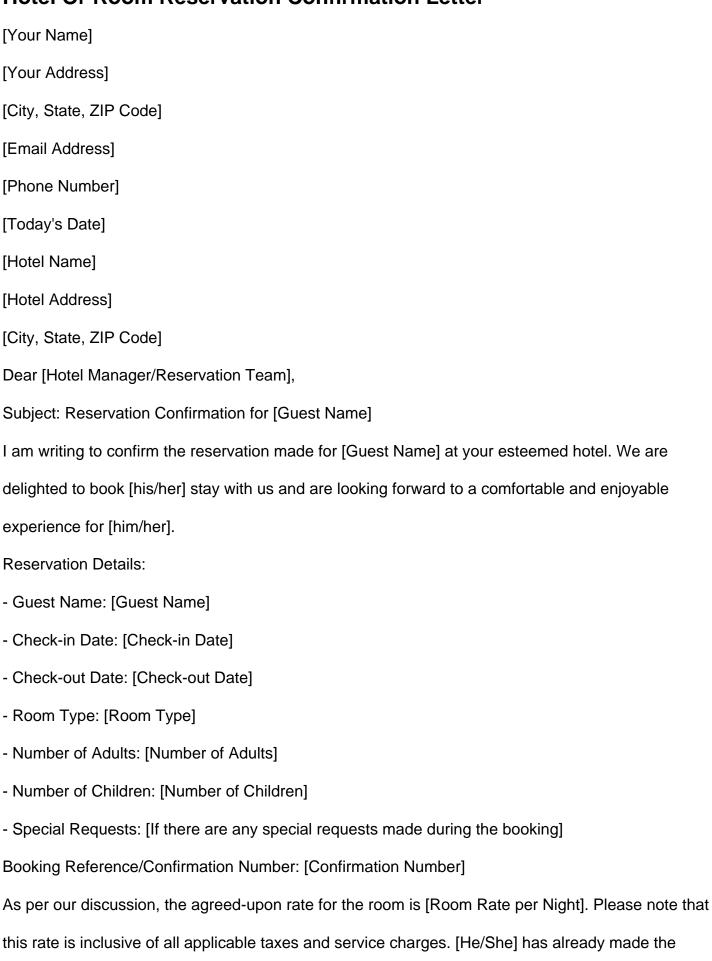
Hotel Or Room Reservation Confirmation Letter



necessary prepayment for [his/her] stay via [Payment Method].

We kindly request the following:

- 1. Please ensure that the room is prepared and ready for [Guest Name]'s arrival on the specified check-in date.
- 2. In case of any changes or updates to the reservation, kindly inform us in advance so that we can make the necessary arrangements.
- 3. If [Guest Name] decides to extend [his/her] stay, we request you to check room availability and inform us at the earliest.

If you have any questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We appreciate your excellent service and look forward to welcoming [Guest Name] to your hotel.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]

[Hotel Name (if you represent the hotel)]

[Email Signature (if applicable)]