

Standard hotel reservation confirmation letter template

Subject: Reservation Confirmation " [Guest Name]

Dear [Guest Name],

We are pleased to confirm your reservation at [Hotel Name] from [Check-in Date] to [Check-out Date]. Your booking is for a [Room Type] and the reservation number is [Reservation Number]. Please present this confirmation upon arrival. We look forward to hosting you and ensuring a comfortable stay.

Sincerely,

[Hotel Manager Name]

[Hotel Contact Information]

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