

Provisional room reservation confirmation letter template

Subject: Provisional Room Reservation " [Guest Name]

Dear [Guest Name],

We have received your request for room reservation at [Hotel Name]. Your booking is provisionally confirmed from [Check-in Date] to [Check-out Date] for a [Room Type].

Please confirm your arrival by [Deadline Date] to finalize the reservation. We look forward to welcoming you.

Sincerely,

[Reservation Desk]

[Hotel Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/hotel-or-room-reservation-confirmation-letter>