

Formal reservation confirmation letter for business travel

Subject: Business Trip Reservation Confirmation “ [Guest Name]

Dear [Guest Name],

This is to formally confirm your reservation at [Hotel Name] from [Check-in Date] to [Check-out Date]. Your room type is [Room Type] and the reservation number is [Reservation Number].

Please contact us for any additional requirements during your stay. We are committed to making your business trip comfortable and productive.

Sincerely,

[Hotel Manager Name]

[Hotel Contact Information]

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