

Reservation confirmation with special requests template

Subject: Reservation Confirmation and Special Requests " [Guest Name]

Dear [Guest Name],

Your reservation at [Hotel Name] from [Check-in Date] to [Check-out Date] has been confirmed.

Room type: [Room Type], Reservation Number: [Reservation Number].

We have noted your special requests including [List Requests]. Our team will ensure that these are accommodated to make your stay comfortable.

Best regards,

[Hotel Staff Name]

[Hotel Contact Information]

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