

# Hotel Reservation Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Dear [Hotel Manager's Name],

I am writing to confirm my reservation at your esteemed hotel, which I made on [Reservation Date] under the name of [Your Name]. I am excited to stay at your property and experience the excellent service and amenities that [Hotel Name] is renowned for.

Reservation Details:

- Reservation Confirmation Number: [Confirmation Number]
- Check-In Date: [Check-In Date]
- Check-Out Date: [Check-Out Date]
- Room Type: [Room Type]
- Number of Guests: [Number of Adults] adults and [Number of Children] children
- Special Requests: [Any Special Requests or Preferences]

I would like to request a [smoking/non-smoking] room with [specific view/feature], as mentioned during the booking process. Additionally, if possible, I kindly request a room on a higher floor for a better view.

I understand that your hotel offers various amenities and services, and I am looking forward to enjoying them during my stay. If there are any special events, promotions, or activities taking place

during my stay, I would appreciate receiving information about them.

If there are any changes or updates to my reservation, please notify me at the earliest convenience via email at [Your Email Address] or by phone at [Your Phone Number].

I am eagerly anticipating my stay at [Hotel Name] and am confident that it will be a memorable experience. Thank you for your attention to detail and hospitality.

Sincerely,

[Your Full Name]

[Signature (if sending a physical letter)]

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Note: Please remember to replace the placeholders ([...]) with the appropriate information for your reservation and personal details. Additionally, you can customize the letter further to suit your preferences and the specific details of your reservation.