

Professional Confirmation Email

Subject: Hotel Reservation Confirmation - Booking Reference #HC2024-7891

Dear [Guest Name],

We are pleased to confirm your reservation at [Hotel Name]. Your booking details are as follows:

Booking Reference: #HC2024-7891

Check-in Date: [Date] at 3:00 PM

Check-out Date: [Date] at 12:00 PM

Room Type: [Room Type]

Number of Guests: [Number]

Total Nights: [Number]

Rate per Night: \$[Amount]

Total Amount: \$[Amount]

Payment Status: Confirmed

Special requests noted: [List any special requests]

Please present this confirmation along with a valid photo ID upon arrival. Our front desk is available 24/7 to assist you. We look forward to welcoming you to [Hotel Name].

Should you need to modify or cancel your reservation, please contact us at least 24 hours prior to your arrival date.

Best regards,

[Name]

Reservations Manager

[Hotel Name]

[Contact Information]

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