

Formal Group Reservation Email

Subject: Group Reservation Confirmation - [Company/Event Name]

Dear [Group Coordinator],

This email confirms your group reservation at [Hotel Name] for the following details:

Group Name: [Company/Event Name]

Group Leader: [Name]

Arrival Date: [Date]

Departure Date: [Date]

Total Rooms Reserved: [Number]

Room Types: [List room types and quantities]

Group Rate: \$[Amount] per room per night

Block Details:

- Room block held until [Date]
- Group code for individual bookings: [Code]
- Complimentary rooms: [Number] (based on pickup)

Additional Services Confirmed:

- Meeting room reservations: [Details]
- Catering arrangements: [Details]
- Special rates for additional nights

A rooming list is required 72 hours prior to arrival. Please ensure all group members reference the group code when making individual reservations.

We appreciate your business and look forward to hosting your group.

Sincerely,

[Name]

Group Sales Manager

[Hotel Contact Information]

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