

Quick Confirmation Message

Subject: URGENT - Same-Day Reservation Confirmed

Hi [Guest Name],

Great news! Your last-minute reservation is confirmed:

Booking #: [Number]

Tonight's Stay: [Date]

Room: [Type]

Rate: \$[Amount]

Check-in: Available now until 11:59 PM

Check-out: 12:00 PM tomorrow

Quick reminders:

- Bring valid ID
- Parking available in [Location]
- Late arrival? Call [Phone Number]
- WiFi password: [Password]

We're ready for you! Our team will ensure a smooth check-in despite the short notice.

See you soon,

[Name]

Front Office Supervisor

[Hotel Name]

[Phone Number]

Get more templates here:

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