

Long-term Accommodation Email

Subject: Extended Stay Reservation Confirmed - Monthly Rate Applied

Dear [Guest Name],

We confirm your extended stay reservation at [Hotel Name] for the following long-term accommodation:

Extended Stay Details:

Duration: [Start Date] to [End Date] ([Number] days)

Suite Type: Extended Stay Suite with Kitchenette

Monthly Rate: \$[Amount] per month

Total Cost: \$[Amount]

Billing Cycle: Monthly, charged on the [Date] of each month

Extended Stay Amenities:

- Fully equipped kitchenette
- Weekly housekeeping service
- Complimentary laundry facilities
- High-speed internet
- Fitness center access
- Business center privileges
- Mail/package receiving service

Payment Schedule:

First month: Due upon arrival

Subsequent months: Auto-charged on [Date]

Security deposit: \$[Amount] (refundable)

A member of our Extended Stay team will contact you within 48 hours to discuss any specific needs and to schedule your arrival appointment.

We look forward to being your home away from home.

Warmly,

[Name]

Extended Stay Coordinator

[Hotel Name]

[Contact Information]

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