

Formal Hotel Room Reservation Letter

Subject: Reservation Request for Accommodation

Dear [Hotel Manager Name],

I would like to request a reservation for a [Type of Room] at [Hotel Name] from [Check-in Date] to [Check-out Date]. The booking is for [Number of Guests] persons.

Please confirm the availability and provide details regarding payment and check-in procedures. I would appreciate a prompt response so I can finalize my travel plans.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

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