

Standard Reservation Confirmation Email

Subject: Your Reservation is Confirmed

Dear [Guest Name],

We are pleased to confirm your reservation at [Hotel/Restaurant/Service Name] on [Date] at [Time].

Your booking reference number is [Booking Number].

Please keep this confirmation for your records. If you have any special requests or need to make changes, feel free to contact us at [Contact Information].

We look forward to welcoming you.

Warm regards,

[Sender Name]

[Title]

[Company Name]

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