

Hotel Reservation Letter

Subject: Room Reservation Request

Dear [Hotel Manager Name],

I would like to reserve a [type of room] at [Hotel Name] for [number of nights] from [check-in date] to [check-out date]. Please confirm the availability and total cost, including taxes and any additional charges.

Kindly provide details about amenities and cancellation policy.

Thank you in advance for your assistance.

Sincerely,

[Your Name]

[Contact Information]

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