

Accommodation Confirmation Letter Sample

Subject: Accommodation Confirmation

Dear [Recipient's Name],

I am writing this letter to confirm the accommodation arrangement made for [your name] during [dates of stay]. I would like to express my appreciation for choosing [name of accommodation or hotel] for your stay.

We have reserved a [type of accommodation, e.g., single room, double room, suite] for you, as per your request. The reservation is under the name of [your name] and is confirmed for [number of nights] from [check-in date] to [check-out date].

Details of the reservation are as follows:

Name: [Your Name]

Type of Accommodation: [Type of Room]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Number of Nights: [Number of Nights]

Reservation Number: [Reservation Number]

Please note that the [type of accommodation] has been booked for [number of guests] guests. The room rate per night is [rate per night], and the total cost for the entire stay will be [total cost].

We kindly request that you settle the payment upon arrival. We accept [payment methods accepted, e.g., cash, credit card].

Our check-in time is from [check-in time] onwards, and check-out time is [check-out time]. If you have any specific requirements or need assistance during your stay, please feel free to contact our front desk at [phone number] or email us at [email address].

We hope you have a comfortable and pleasant stay with us. Should you have any further inquiries or changes to your reservation, please do not hesitate to contact us. We are looking forward to welcoming you to our establishment.

Thank you for choosing [name of accommodation or hotel].

Yours sincerely,

[Your Name]

[Your Position]

[Accommodation Name or Hotel Name]

[Contact Information: Phone Number, Email Address]