

Preliminary confirmation pending final booking

Subject: Provisional Accommodation Confirmation

Dear [Guest Name],

This letter serves as a provisional confirmation for your accommodation at [Hotel/Property Name] from [Start Date] to [End Date]. Final confirmation will be provided upon receipt of payment.

Please inform us if you need any special arrangements during your stay.

Best regards,

[Reception/Reservations Team]

[Hotel/Property Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/accommodation-confirmation-letter-sample>