

Booking Confirmation Letter

Dear [Guest's Name],

We are thrilled to inform you that your booking at [Hotel Name] has been confirmed. We look forward to welcoming you as our esteemed guest and providing you with an exceptional stay.

Please find the details of your reservation below:

Booking Information:

Hotel Name: [Hotel Name]

Reservation Number: [Reservation Number]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Room Type: [Room Type]

Number of Guests: [Number of Guests]

Guest Details:

Name: [Guest's Name]

Contact Number: [Guest's Contact Number]

Email Address: [Guest's Email Address]

We would like to take this opportunity to inform you about a few important details regarding your stay:

1. Check-in and Check-out:

- Check-in time is at [Check-in Time].
- Check-out time is at [Check-out Time]. Late check-out may incur additional charges.

2. Payment Information:

- The total amount due for your stay is [Total Amount].
- We accept [Accepted Payment Methods]. Please settle your bill upon check-out.

3. Cancellation Policy:

- Cancellations made [Cancellation Policy] prior to the check-in date are eligible for a full refund.

- For late cancellations or no-shows, a fee of [Cancellation Fee] will be charged.

4. Additional Services:

- Our hotel offers a range of additional services such as [List Additional Services]. Please feel free to inquire at the front desk for further information.

We highly recommend that you review the information provided and contact us immediately if any details require amendments or if you have any special requests.

Thank you for choosing [Hotel Name]. We are committed to ensuring that your stay with us is comfortable and enjoyable. Should you have any questions or require further assistance, please do not hesitate to contact our front desk at [Hotel Contact Number] or via email at [Hotel Email Address].

We eagerly await your arrival and wish you safe travels.

Warm regards,

[Your Name]

[Your Position]

[Hotel Name]