

Hotel Or Room Reservation Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Dear [Hotel Manager/Reservation Team],

Subject: Reservation Confirmation for [Guest Name]

I am writing to confirm the reservation made for [Guest Name] at your esteemed hotel. We are delighted to book [his/her] stay with us and are looking forward to a comfortable and enjoyable experience for [him/her].

Reservation Details:

- Guest Name: [Guest Name]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Room Type: [Room Type]
- Number of Adults: [Number of Adults]
- Number of Children: [Number of Children]
- Special Requests: [If there are any special requests made during the booking]

Booking Reference/Confirmation Number: [Confirmation Number]

As per our discussion, the agreed-upon rate for the room is [Room Rate per Night]. Please note that this rate is inclusive of all applicable taxes and service charges. [He/She] has already made the

necessary prepayment for [his/her] stay via [Payment Method].

We kindly request the following:

1. Please ensure that the room is prepared and ready for [Guest Name]'s arrival on the specified check-in date.
2. In case of any changes or updates to the reservation, kindly inform us in advance so that we can make the necessary arrangements.
3. If [Guest Name] decides to extend [his/her] stay, we request you to check room availability and inform us at the earliest.

If you have any questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We appreciate your excellent service and look forward to welcoming [Guest Name] to your hotel.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]

[Hotel Name (if you represent the hotel)]

[Email Signature (if applicable)]