

# Letter Of Making Reservation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Subject: Reservation Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a reservation at your esteemed hotel, [Hotel Name], for the dates of my stay from [Arrival Date] to [Departure Date]. I am excited about the opportunity to experience the renowned hospitality and excellent services your hotel is known for.

Details of the Reservation:

Name of the Guest: [Your Name]

Number of Guests: [Number of Adults] adults and [Number of Children] children

Room Type: [Room Type Preferred]

Special Requests: [Any Special Requests or Preferences]

I understand that availability might be limited during this period, but I would greatly appreciate it if you could confirm my reservation at your earliest convenience. In case the dates I have mentioned are unavailable, I would be open to considering alternative dates between [Alternative Arrival Date] and [Alternative Departure Date].

As a courtesy, please provide the total cost of the reservation, including all applicable taxes and

fees. If necessary, I am willing to provide a credit card number to secure the booking.

I look forward to receiving a positive response from your end soon. Should you require any additional information or documentation, please do not hesitate to contact me using the provided contact information.

Thank you for your attention to this matter, and I am eagerly anticipating my stay at your hotel. I am confident that it will be a delightful and memorable experience.

Yours sincerely,

[Your Name]