

Reservation Confirmation Email

Subject: Reservation Confirmation - [Your Name] - [Reservation ID]

Dear [Your Name],

Thank you for choosing [Hotel/Restaurant/Service Name] for your upcoming reservation. We are delighted to confirm your booking and look forward to providing you with an exceptional experience.

Reservation Details:

Reservation ID: [Unique Reservation ID]

Booking Date: [Date of Booking]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Number of Guests: [Number of Adults] Adults, [Number of Children] Children

Contact Information:

Name: [Your Full Name]

Email: [Your Email Address]

Phone: [Your Contact Number]

Accommodation/Service Details:

Room/Service Type: [Room Type/Service Name]

Special Requests: [Any Additional Requests or Preferences]

Total Amount: [Total Amount of the Reservation]

Deposit Paid: [Amount of Deposit Paid (if applicable)]

Remaining Balance: [Remaining Balance (if applicable)]

Please note the following important information:

- Check-in time is from [Check-in Time], and check-out time is by [Check-out Time].
- Any changes or cancellations to your reservation should be made at least [Cancellation Policy] in advance to avoid any cancellation fees.
- For late arrivals or early departures, please inform us in advance to ensure a smooth

check-in/check-out process.

Should you need any further assistance or have any questions, please feel free to contact our reservations team at [Hotel/Restaurant/Service Phone Number] or via email at

[Hotel/Restaurant/Service Email Address].

We can't wait to welcome you to [Hotel/Restaurant/Service Name] and make your stay memorable.

Thank you once again for choosing us!

Best regards,

[Your Name]

[Your Title/Position (if applicable)]

[Hotel/Restaurant/Service Name]

[Hotel/Restaurant/Service Address]

[Hotel/Restaurant/Service Phone Number]

[Hotel/Restaurant/Service Email Address]