

Guest Accommodation Confirmation Letter

Date: _____

To,

Dear _____,

We are pleased to confirm your accommodation booking at [Hotel/Property Name]. Please find the details of your reservation below:

Guest Name: _____

Check-in Date: _____

Check-out Date: _____

Room Type: _____

Number of Guests: _____

If you have any special requests or requirements, please inform us in advance.

We are looking forward to welcoming you and ensuring a comfortable stay.

Sincerely,

[Your Name]

[Your Position]

[Hotel/Property Name]

[Contact Information]