

## 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]