

Hotel Booking Confirmation

[Hotel Name]

[Hotel Address Line 1]

[Hotel Address Line 2]

[Phone: xxx-xxx-xxxx | Email: info@hotel.com]

BOOKING DETAILS

Confirmation Number: [Confirmation Number]

Booking Date: [Booking Date]

Guest Name: [Guest Full Name]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Number of Guests: [Number of Guests]

ROOM INFORMATION

Room Type: [Room Type]

Number of Rooms: [Number of Rooms]

Included Meals: [Meal Plan, if any]

Special Requests: [Special Requests]

PAYMENT INFORMATION

Room Rate (per night): [Room Rate]

Total Nights: [Number of Nights]

Total Amount: [Total Amount]

Payment Status: [Payment Status]

GUEST CONTACT INFORMATION

Email: [Guest Email]

Phone: [Guest Phone Number]

TERMS & NOTES

Check-in time: [e.g. 2:00 PM]; Check-out time: [e.g. 12:00 PM].

Please present a valid photo ID upon check-in.

For changes or cancellations, contact us at least [x] days prior to arrival.

For queries, please contact: [Contact Information]

Thank you for booking with [Hotel Name].

We look forward to your stay!

