

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!

