

## Reservation Acknowledgment Letter

Date: \_\_\_\_\_

To,  
Guest Name  
Guest Address

Subject: **Reservation Confirmation for Your Hotel Stay**

Dear Guest Name,

We are pleased to acknowledge your reservation at Hotel Name. Thank you for choosing to stay with us.  
Please find the details of your reservation below:

Reservation Number:	_____
Check-in Date:	_____
Check-out Date:	_____
Room Type:	_____
Number of Guests:	_____

Should you require any further assistance, please do not hesitate to contact us. We look forward to welcoming you and hope you have a pleasant stay with us.

Sincerely,

Hotel Manager Name  
Hotel Name  
Hotel Address  
Contact Information