

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