

Hotel Stay Confirmation Letter

Date: _____

To, _____
Guest Name: _____
Address: _____

Reservation Details

Reservation Number: _____

Check-in Date: _____

Check-out Date: _____

Number of Guests: _____

Room Type: _____

Room Rate: _____

Dear _____,

We are pleased to confirm your reservation at our hotel. Your booking details are as stated above. Should you have any questions or special requests, please let us know.

We look forward to welcoming you and wish you a pleasant stay.

Sincerely,

(Hotel Manager/Authorized Signatory)
Hotel Name: _____
Address: _____
Contact Number: _____
Email: _____