

# 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: \_\_\_\_\_