

# VIP Guest Reservation Confirmation

Dear **[Guest Name]**,  
We are delighted to confirm your VIP reservation. Please find your details below.

**Reservation Details**

Reservation Number: [Reservation #]  
Check-in Date: [Check-in Date]  
Check-out Date: [Check-out Date]  
Room Type: [Room Type]  
Number of Guests: [Guest Count]  
Special Requests: [Special Requests]

**Guest Information**

Name: [Guest Name]  
Email: [Guest Email]  
Phone: [Guest Phone]

If you have any questions or special requirements, please contact our VIP guest relations team.

We look forward to welcoming you and making your stay exceptional.

Best regards,  
The [Hotel Name] Team