

Your Name

Your Address

City, State ZIP

Email: your@email.com

Phone: (123) 456-7890

Date: _____

Bed and Breakfast Name

Attn: Reservation Department

B&B Address

City, State ZIP

Subject: Reservation Request for Bed and Breakfast Accommodation

Dear Sir/Madam,

I would like to reserve a room at your Bed and Breakfast for the following dates:

- **Check-in Date:** _____
- **Check-out Date:** _____
- **Number of Guests:** _____
- **Room Type (if applicable):** _____

Please confirm the availability and rates for the requested dates. Kindly inform me of any deposit or further details required to secure the reservation.

I look forward to your prompt response.

Thank you very much.

Sincerely,

(Signature)

Your Name