

**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*