

# Reservation Acknowledgment Letter

Date: \_\_\_\_\_

Guest Name:

\_\_\_\_\_

Email:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for choosing our Bed and Breakfast. We are pleased to acknowledge your reservation as follows:

## Reservation Details

Check-in Date: \_\_\_\_\_

Check-out Date: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Room Type: \_\_\_\_\_

If you have any special requirements or wish to make changes to your reservation, please let us know in advance.

We look forward to welcoming you. Should you have any questions, feel free to contact us at any time.

Sincerely,

\_\_\_\_\_

Bed and Breakfast Team

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_