

# Hotel Booking Acknowledgment Letter

[Hotel Name]

[Hotel Address]  
[City, Country]  
[Phone Number] | [Email]

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

**To:** [Guest Name]

**Address:** [Guest Address]

Dear [Guest Name],

We are pleased to acknowledge the receipt of your booking at **[Hotel Name]**.

## Booking Details:

- Booking Reference: \_\_\_\_\_
- Check-in Date: \_\_\_\_\_
- Check-out Date: \_\_\_\_\_
- Room Type: \_\_\_\_\_
- Number of Guests: \_\_\_\_\_
- Special Requests: \_\_\_\_\_

Please present this acknowledgment letter upon arrival. Should you require further assistance, do not hesitate to contact us.

We look forward to welcoming you to **[Hotel Name]**.

Sincerely,

\_\_\_\_\_  
Authorized Representative  
[Hotel Name]