

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]