

# Hotel Stay Confirmation Notice

Reservation Reference: \_\_\_\_\_

## Guest Information

**Full Name:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

## Hotel Information

**Hotel Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

## Booking Details

**Check-In Date:** \_\_\_\_\_

**Check-Out Date:** \_\_\_\_\_

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

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

## Payment Summary

**Total Amount:** \_\_\_\_\_

**Payment Status:** \_\_\_\_\_

## Special Requests / Notes

\_\_\_\_\_

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

\_\_\_\_\_

Authorized Signature