

Reservation Booking Confirmation Letter

Date: _____

To,

Dear _____,

We are pleased to confirm your reservation as per the following details:

Reservation Number : _____

Name : _____

Email : _____

Phone : _____

Check-in Date : _____

Check-out Date : _____

Room Type : _____

Number of Guests : _____

Should you require any additional information or assistance, please feel free to contact us at your convenience.

We look forward to welcoming you and ensuring you have a comfortable stay.

Sincerely,

[Name]

[Designation]

[Property/Company Name]