

# Reservation Booking Confirmation Letter

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

To,

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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,

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[Name]

[Designation]

[Property/Company Name]