

# Accommodation Booking Confirmation

Date: [Insert Date]

To: [Guest Name]

Company: [Company Name]

Address: [Company Address]

Email: [Guest Email]

Phone: [Guest Phone]

## Booking Details

We are pleased to confirm your accommodation booking for the upcoming corporate travel:

- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Hotel Name: [Hotel Name]
- Room Type: [Room Type]
- Reservation Number: [Reservation Number]

## Payment Information

Payment Method: [Credit Card/Company Account]

Total Amount: [Total Amount]

## Contact Information

If you have any questions or require further assistance, please do not hesitate to contact us:

Email: [Contact Email]

Phone: [Contact Phone]

Thank you for choosing us for your accommodation needs. We wish you a pleasant stay!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]