

Room Reservation Confirmation

Date: [Insert Date]

Dear [Guest Name],

Thank you for choosing [Hotel Name]. We are pleased to confirm your room reservation as follows:

- **Reservation Number:** [Reservation Number]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Room Type:** [Room Type]
- **Number of Guests:** [Number of Guests]

If you have any questions or need to make changes to your reservation, please contact us at [Hotel Phone Number] or [Hotel Email].

We look forward to welcoming you to [Hotel Name]!

Best regards,

[Your Name]

[Your Position]

[Hotel Name]