

Transient Lodging Confirmation

Date: [Insert Date]

To: [Guest's Name]

Address: [Guest's Address]

Dear [Guest's Name],

We are pleased to confirm your reservation at [Lodging Name]. Below are the details of your stay:

- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]
- Reservation Number: [Insert Reservation Number]
- Room Type: [Insert Room Type]
- Number of Guests: [Insert Number of Guests]
- Total Cost: [Insert Total Cost]

Please feel free to reach out if you have any questions or need to make any changes to your reservation. We look forward to welcoming you to [Lodging Name]!

Best regards,

[Your Name]

[Your Position]

[Lodging Name]

[Lodging Contact Information]