

Travel Voucher Usage Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your travel voucher for the wellness retreat has been successfully processed. You are now eligible to use this voucher for your upcoming stay at [Retreat Name].

Voucher Details

- **Voucher Code:** [Insert Voucher Code]
- **Value:** [Insert Voucher Amount]
- **Valid From:** [Insert Start Date]
- **Valid Until:** [Insert Expiration Date]

Please present this letter along with your voucher code upon check-in at the retreat. Should you have any questions regarding your booking or the use of the voucher, feel free to contact us at [Contact Information].

Thank you for choosing [Retreat Name]. We look forward to welcoming you for a rejuvenating experience!

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]