

Guest Service Confirmation Request

Date: [Insert Date]

To: [Guest's Name]

[Guest's Address]

Dear [Guest's Name],

We hope this message finds you well. We are reaching out to confirm your upcoming stay with us at [Hotel/Facility Name] from [Check-in Date] to [Check-out Date].

Please find below the details of your reservation:

- Reservation Number: [Insert Reservation Number]
- Room Type: [Insert Room Type]
- Number of Guests: [Insert Number of Guests]
- Check-in Time: [Insert Check-in Time]
- Check-out Time: [Insert Check-out Time]

We would also like to confirm any specific services you may require during your stay:

- [Service 1]
- [Service 2]
- [Service 3]

Please respond to this email to confirm your request or let us know if there are any changes needed.

Thank you for choosing [Hotel/Facility Name]. We look forward to welcoming you!

Best regards,
[Your Name]
[Your Position]
[Hotel/Facility Name]
[Contact Information]