

# Reservation Confirmation

Dear [Guest Name],

Thank you for choosing [Hotel Name] for your upcoming stay. We are pleased to confirm your 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]
- **Total Amount:** [Total Amount]

If you need to make any changes to your reservation or have any questions, please do not hesitate to 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]