

Accommodation Details Confirmation

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Recipient Name],

We are pleased to confirm your accommodation details for the upcoming group travel. Below are the arrangements made for your stay:

Accommodation Details

- **Hotel Name:** [Insert Hotel Name]
- **Address:** [Insert Hotel Address]
- **Check-in Date:** [Insert Check-in Date]
- **Check-out Date:** [Insert Check-out Date]
- **Number of Rooms:** [Insert Number of Rooms]
- **Room Type:** [Insert Room Type]
- **Reservation Number:** [Insert Reservation Number]

Contact Information

If you have any inquiries or require further assistance, please do not hesitate to contact:

Hotel Reception: [Insert Hotel Phone Number]

Email: [Insert Hotel Email Address]

We hope you and your group have a wonderful stay. Safe travels!

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]