

Hotel Accommodation Confirmation

Dear [Guest Name],

We are pleased to confirm your accommodation at [Hotel Name] for your upcoming business trip.

Reservation Details:

- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Guest Name:** [Guest Name]
- **Room Type:** [Room Type]
- **Reservation Number:** [Reservation Number]

Should you have any special requests or require further assistance, please do not hesitate to contact us at [Hotel Contact Information].

We look forward to welcoming you soon!

Best regards,

[Your Name]

[Your Position]

[Hotel Name]

[Hotel Contact Information]