

# Hotel Booking Confirmation

Dear [Attendee Name],

We are pleased to confirm your hotel reservation for the upcoming conference. Below are the details of your booking:

## Booking Details

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

## Contact Information

If you have any questions regarding your reservation, please feel free to contact us at [Hotel Phone Number] or [Hotel Email Address].

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

Best Regards,

[Your Name]  
[Your Position]  
[Hotel Name]  
[Hotel Address]