

Booking Confirmation

Dear [Agent's Name],

We are pleased to confirm your hotel booking as per the following details:

Booking Details

Hotel Name: [Hotel Name]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Guest Name: [Guest Name]

Number of Guests: [Number of Guests]

Room Type: [Room Type]

Reservation Number: [Reservation Number]

Payment Information

Total Amount: [Total Amount]

Payment Method: [Payment Method]

Cancellation Policy

[Cancellation Policy Details]

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

Best Regards,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]