Hotel Reservation Confirmation

Date: [Insert Date]

Dear [School Name],

We are pleased to confirm your reservation at [Hotel Name] for the upcoming school trip. Below are the details of your reservation:

Reservation Details:

- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]
- Number of Rooms: [Insert Number of Rooms]
- Number of Guests: [Insert Number of Guests]
- Room Type: [Insert Room Type]
- Total Cost: [Insert Total Cost]

Please ensure to provide us with a list of participants and any special requirements by [Insert Deadline].

For any further inquiries, feel free to contact us at [Insert Hotel Phone Number] or [Insert Hotel Email].

We look forward to welcoming your group!

Sincerely,

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