Hotel Stay Confirmation

Date: [Insert Date]

Dear [Guest's Name],

We are pleased to confirm your stay at [Hotel Name] for your corporate retreat. 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 Guests: [Insert Number of Guests]
- Room Type: [Insert Room Type]
- Reservation Number: [Insert Reservation Number]

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

We look forward to welcoming you and your team to [Hotel Name] for a productive retreat!

Best regards,
[Your Name]
[Your Position]
[Hotel Name]
[Hotel Contact Information]