

Overnight Accommodation Approval Letter

Date: **[Insert Date]**

To: **[Recipient's Name]**

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for overnight accommodation has been approved. The details of your stay are as follows:

- Check-in Date: **[Insert Check-in Date]**
- Check-out Date: **[Insert Check-out Date]**
- Location: **[Insert Accommodation Location]**
- Reservation Number: **[Insert Reservation Number]**

Please ensure to carry this letter during your stay for any necessary confirmations. Should you have any questions or require further assistance, feel free to contact us.

Thank you and we wish you a pleasant stay!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]