

Overnight Visitor Approval Confirmation

Date: [Insert Date]

Dear [Visitor's Name],

We are pleased to inform you that your request for an overnight visit has been approved. You are welcome to stay with us from [Start Date] to [End Date].

Please make sure to check in by [Check-in Time] on [Start Date]. We look forward to your visit!

If you have any questions or need further assistance, feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]