

Accommodation Booking Confirmation

Dear [Employee's Name],

We are pleased to confirm your accommodation booking for your upcoming business travel.

Booking Details:

- **Hotel Name:** [Hotel Name]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Room Type:** [Room Type]
- **Reservation Number:** [Reservation Number]

Please do not hesitate to contact us if you need any further assistance or changes to your booking.

Safe travels!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]