

# Reservation Payment Verification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This letter serves as confirmation of the payment received for your reservation.

## **Reservation Details:**

- Reservation Number: [Insert Reservation Number]
- Name: [Insert Guest Name]
- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]
- Total Amount Paid: [Insert Amount]
- Payment Method: [Insert Payment Method]

Thank you for your reservation. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]