Hotel Reservation Confirmation

Date: [Insert Date]

Dear [Guest Name],

Thank you for choosing [Hotel Name] for your upcoming business trip. We are pleased to confirm your reservation as follows:

Reservation Details

- **Reservation Number:** [Reservation Number]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Room Type:** [Room Type]
- **Number of Guests:** [Number of Guests]

Hotel Information

Hotel Address: [Hotel Address]

Phone Number: [Hotel Phone Number]

Email: [Hotel Email]

If you have any special requests or require further assistance, please do not hesitate to contact us. We look forward to welcoming you to [Hotel Name] and wish you a successful business trip.

Best Regards,

[Your Name]

[Your Position]

[Hotel Name]