

Hotel Stay Confirmation

Dear [Group Leader's Name],

We are pleased to confirm your reservation for your group event at [Hotel Name]. Below are the details of your stay:

Reservation Details:

- **Group Name:** [Group Name]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Number of Rooms:** [Number of Rooms]
- **Number of Guests:** [Number of Guests]
- **Room Type:** [Room Type]

Additional Services:

We are happy to offer the following services during your stay:

- Complimentary breakfast
- Access to meeting rooms
- Wi-Fi throughout the hotel

If you have any special requests or need further assistance, please do not hesitate to contact us.

Thank you for choosing [Hotel Name]. We look forward to welcoming you and your group!

Best regards,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]