

# Overnight Stay Booking Approval

Date: [Insert Date]

To: [Guest's Name]

Address: [Guest's Address]

Dear [Guest's Name],

We are pleased to inform you that your request for an overnight stay at [Hotel/Location Name] has been approved.

## **Details of your stay:**

- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]
- Room Type: [Insert Room Type]
- Reservation Number: [Insert Reservation Number]

Please let us know if you have any special requests or require any additional information.

We look forward to welcoming you to [Hotel/Location Name].

Best regards,

[Your Name]

[Your Position]

[Hotel/Location Name]

[Contact Information]