

Hotel Booking Confirmation

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:

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Room Type: [Room Type]

Number of Guests: [Number of Guests]

Confirmation Number: [Confirmation Number]

Hotel Address:

[Hotel Address]

Contact Information:

Phone: [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]!

Best Regards,

[Your Name]

[Your Position]

[Hotel Name]