

# Booking Confirmation

Dear [Guest Name],

Thank you for choosing [Hotel Name] for your upcoming stay. We are pleased to confirm your long-term reservation.

## Reservation Details

- **Guest Name:** [Guest Name]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Number of Nights:** [Number of Nights]
- **Room Type:** [Room Type]
- **Rate Per Night:** [Rate]
- **Total Amount:** [Total Amount]

## Cancellation Policy

Should you need to modify or cancel your booking, please do so at least [Cancellation Notice Period] prior to your check-in date to avoid any cancellation fees.

## Additional Information

Your stay includes [list any included amenities or services, e.g., breakfast, Wi-Fi, etc.].

For any questions or additional requests, feel free to contact us at [Hotel Contact Information].

We look forward to welcoming you to [Hotel Name]! Safe travels.

Sincerely,  
[Your Name]  
[Your Position]  
[Hotel Name]