

# Your Weekend Retreat Booking Confirmation

Dear [Guest Name],

Thank you for choosing [Hotel Name] for your weekend retreat! We are pleased to confirm your booking details 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]

## Payment Information:

**Total Amount:** [Total Amount]

A valid credit card is required to guarantee your reservation. Please check your email for billing details.

## Cancellation Policy:

You may cancel your reservation up to [Number] days before your arrival date for a full refund.

If you have any questions or require further assistance, feel free to contact us at [Hotel Phone Number] or [Hotel Email].

We look forward to welcoming you to [Hotel Name] and hope you have a relaxing and enjoyable stay!

Best regards,

[Your Name]  
[Your Position]  
[Hotel Name]  
[Hotel Address]