

# Room Reservation Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding your upcoming room reservation.

## Reservation Details:

- **Room Type:** [Room Type]
- **Reservation Date:** [Date]
- **Check-in Time:** [Check-in Time]
- **Check-out Time:** [Check-out Time]

If you have any questions or need to make changes to your reservation, please contact us at [Contact Information].

We look forward to welcoming you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]