Dear [Guest's Name],

We are pleased to acknowledge your upcoming stay at [Hotel/Property Name]. Your reservation details are as follows:

- **Reservation Number:** [Reservation Number]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Number of Guests:** [Number of Guests]
- **Room Type:** [Room Type]

If you have any special requests or need further assistance, please do not hesitate to reach out to us.

Thank you for choosing [Hotel/Property Name]. We look forward to welcoming you soon!

Sincerely,
[Your Name]
[Your Position]
[Hotel/Property Name]
[Contact Information]