

# Booking Confirmation Acknowledgment

Date: [Insert Date]

Dear [Guest Name],

Thank you for choosing [Company/Hotel Name] for your upcoming stay. We are pleased to confirm your booking as follows:

## Booking Details:

- Reservation Number: [Insert Reservation Number]
- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]
- Room Type: [Insert Room Type]
- Number of Guests: [Insert Number of Guests]
- Total Amount: [Insert Total Amount]

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

We look forward to welcoming you to [Company/Hotel Name]!

Best regards,

[Your Name]

[Your Position]

[Company/Hotel Name]

[Contact Information]