

Reservation Acknowledgment

Date: [Insert Date]

Dear [Guest's Name],

Thank you for choosing [Hotel/Restaurant Name] for your upcoming visit. We are pleased to confirm your reservation as follows:

Reservation Details:

- **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]
- **Rate:** [Rate]

If you have any questions or special requests, please do not hesitate to contact us at [Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Hotel/Restaurant Name]