Guest Room Booking Notice

Date: [Insert Date]

Dear [Guest's Name],

We are pleased to confirm your room booking at [Hotel Name]. Below are the details of your reservation:

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

Please let us know if you have any special requests or require further assistance. We look forward to welcoming you!

Best regards,

[Your Name]
[Your Position]
[Hotel Name]
[Contact Information]