

# Corporate Rate Confirmation Agreement

**Date:** [Insert Date]

**To:** [Corporate Client's Name]

**From:** [Hotel/Company Name]

**Subject:** Corporate Rate Confirmation Agreement

Dear [Corporate Client's Name],

We are pleased to confirm the corporate rates for your esteemed organization as discussed. Below are the details of the agreement:

## Corporate Information

Company Name: [Company Name]

Contact Person: [Contact Person's Name]

Email: [Contact Email]

Phone: [Contact Phone]

## Rate Details

Room Type: [Room Type]

Corporate Rate: [Rate Amount]

Validity Period: [Start Date] to [End Date]

## Terms and Conditions

- Rates are applicable for weekdays/weekends as specified.
- Reservations must be made in advance to ensure availability.
- Cancellation policy: [Insert Policy Details]

We look forward to a fruitful partnership with [Corporate Client's Name]. Please confirm your acceptance of this agreement by signing below.

**Accepted by:**

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[Name of the Authorized Person]

Thank you for choosing [Hotel/Company Name]. Should you have any questions, feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Hotel/Company Name]

[Contact Information]