

Hotel Booking Confirmation

Dear [Guest Name],

We are pleased to confirm your hotel booking for your upcoming business trip. Below are the details of your reservation:

- **Hotel Name:** [Hotel Name]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Room Type:** [Room Type]
- **Rate:** [Rate per Night]
- **Reservation Number:** [Reservation Number]

If you have any special requests or require further assistance, please do not hesitate to contact us at [Hotel Phone Number] or [Hotel Email Address].

We look forward to welcoming you soon!

Best regards,

[Your Name]

[Your Position]

[Hotel Name]

[Hotel Address]