**Hotel confirmation letter sample**

Dear Mr. / Ms. (insert the name of the guest),

Thank you for choosing (insert the hotel name) for the period you will be spending in (insert the city name). Please find below all the details about your room reservation:

Confirmation number:

Number of guests:

Name of the guests:

Arrival date:

Departure date:

Room numbers:

Room category

Rate per night:

Mode of payment:

Check-in time:

Check-out time:

We kindly ask you to inform us if any other changes interfere with the agreements stated above, if you need to require an earlier check-in hour or if you want to cancel your reservation.

If you need further information about the hotel’s facilitation, please visit our website (insert the hotel website) or call our reception at (insert the reception telephone number).

I take advantage of this opportunity in order to assure you that our team will be at your disposal during your entire stay, so that you enjoy the time spent in our hotel at its best.

Best regards,

(insert the name of the hotel’s manager)