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**Dear Guest:**

Thank you for choosing [Mention your hotel name], It is our pleasure to confirm your reservation as follows.

|  |  |
| --- | --- |
| **RESERVATION DETAILS:** | |
| **Reservation No:** |  |
| **Arrival Date:** |  |
| **Departure Date:** |  |
| **Number of Nights:** |  |
| **No. Of Adults / Child** |  |
| **Airport Transfers:** |  |
| **Remarks:** |  |
| **GUEST DETAILS:** | |
| **Name:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **RATE INFORMATION:** | |
| **Room Type:** |  |
| **Rate Per Day:** |  |
| **Total Stay cost:** |  |
| **Rate Inclusions:** | **Eg:** Free Breakfast, Free mini bar, Free Wi-Fi Internet Access, 24 Hour Gym, Flexible Check-out (subject to availability), Two bottles of Free mineral water per day. |
| **CANCELLATION POLICY:** | |
| **Guarantee Method:** | Credit Card / Bank Transfer / Wire Transfer / Cash Deposit / Company / TA |
| **Cancellation:** | A 50 % refund will be made for cancellations received 20 days before date of arrival, No refund thereafter. |
| You will soon receive an official welcome letter from us with additional information on the hotel you have booked. Once again thank you for booking with [Mention Hotel Name], We look forward to welcome you soon. | |

**Thanks and Regards,**

**Reservation Executive**

[Reservation Agents Name]