**Dear Guest,**

Thank you for choosing to stay at [Mention Hotel Name, City]– one of [City Name] most beautifully restored heritage building in the heart of the central business bay area.

We are delighted to confirm your reservation details as follows:

**Guest Name:**

**Arrival:**

**Departure:**

**No. of Nights:**

**No. of Guests:**

**Room Type:**

**Inclusions:**

**Rate:**

**Confirmation:**

**Payment / Guarantee Method:**

Should it be necessary to cancel or amend your reservation, please contact our Hotel Reservations team on **(+000) 1234567890** by 2 pm on the day of arrival, to avoid a cancellation fee of one night’s accommodation. Please note that changes may result in a rate change and/or may also attract service fee.

**Check-In/Check-Out**

Hotel check-in time is from 2:00pm. Early check-in cannot be guaranteed and is subject to availability. Pre-registration can be arranged upon request at an additional charge. Check-out time is 12pm. Late check-out can arranged, subject to availability and charges may subject to additional fees.

**Accepted Method of Payment**

If you wish to settle your account with a credit card you will be required to present the card at check-in where a pre-authorization for the total cost of accommodation plus a security deposit will be processed. If you prefer to settle your account with cash, you will be required to pay the total cost of accommodation plus a security deposit to cover all incidentals at the time of check-in.

Please note that a valid photo ID will be required at check-in and a copy retained on file. [Mention Hotel Name] does not accept personal or company cheques as a method of payment, unless pre-payment is made 10 business days prior to arrival.

**Parking**

Parking is available at the Hotel premises. A charge of $10.00 for a 24 hour period and any time after that will be charged at an hourly rate.

We look forward to welcoming you to [Mention Hotel Name] !   
**Kind Regards,**

**Reservations Team**

[Mention Hotel Name]

[Hotel Address]

[newsletter@setupmyhotel.com](mailto:newsletter@setupmyhotel.com)

<https://www.facebook.com/Setupmyhotel>