**Dear [Mr. Guest Name],**

Thank you for choosing to stay at [Mention Hotel Name, City].

We are pleased to confirm your accommodation details as follows:

**Arrival : 25/Aug/2015 Time: 1500 Hrs**

**Departure : 27/Aug/2015 Time: 0800 Hrs**

**No. of Nights: 2 No. of Guests:**

**Room Type : DLXK ( Deluxe Room With King Bed)**

**Inclusions:**

**Rate: 100$ Booking Ref No. : 454578**

**Payment / Guarantee Method: Credit Card**

**Booking Policy:**

* Our normal Check-intime is **1400Hrs** and Check-outtime is **1000Hrs**.
* Guests are required to pay the balance of accommodation charges at the time of check-in.
* A valid Photo ID and credit card is required at Check-in time.
* All Credit card payments incur a surcharge (Visa & Master 2 %, Amex 2.5 %)
* A deposit of 50% of total booking value to be paid prior to arrival Direct debit or Credit Card.
* Cancellations will be accepted up to 42 hrs prior to arrival date, Should you cancel within 48hrs a retention of one night is charged. In the event of No-Show and Peak Periods no refund is provided.
* All extras or incidental charges like telephone, taxi, internet, food, damage etc will be charges at the time of check-out.
* All our rooms are 'Non-Smoking' a minimum cleaning charges $100 applies if smoking occurs in the rooms.
* Two bottle of complimentary mineral water is provided each day.

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

**Reservations Team**

**[DATE]**

[Mention Hotel Name]

[Hotel Address]

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

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