

Date:

Dear _____,

Thank you for choosing _____. We are pleased to confirm your reservation on _____ in room _____. We believe you will find that it meets your stated requirements.

Your confirmation number is _____.

Your room will be held under the following rules and regulations:

_____.

You are reminded that check-in time is _____ and check-out time is _____.

Our cancellation and retention policy is as follows:

_____.

Thank you again for your reservation. We look forward to seeing you on _____.

Sincerely,
