**LETTER TO CONFIRM A HOTEL SUITE RESERVATION**

[Senders Name]  
[Address line]  
[State, ZIP Code]

[Letter Date]

[Recipients Name]  
[Address line]  
[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

As was instructed by the representative making by reservations at your Resort, I have written a check that pays all the expenses of reservation with the confirmation number of 147. The reservation is for one family suite with three rooms and a sitting area for six people in my family.  
  
Our arrival is scheduled at nine a.m. on February 26, and we require your limousine service to pick us from the airport and bring us to the resort safely. Kindly inform me if the limousine service will be available upon request or will I have to call once I arrive.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -