**LETTER TO CONFIRM A RESERVATION TO A GUEST**

[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],

This letter is to confirm your request for the booking of four rooms for February 15, 20XX, night stay. It will be concurrent with our meeting with our stockholders. The reservation has been made at ABC hotel.  
  
Your credit card will be charged for a total of $1500 which is inclusive of sales tax. If there are any cancelations, they should be reported latest by February 14, 20XX.  
  
If there are any ambiguities concerning the reservations or any queries, the confirmation #167580 should be quoted.

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

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