

Group Confirmation Letter

%%hotel-address1%% %%hotel-city%%, %%hotel-state%% %%hotel-zip%%
PH: %%hotel-main-phone%% FAX: %%hotel-main-fax%%
%%hotel-email%%

%%todays-date%%

Confirmation #: %%reservation-identifier%%

Group Name: %%group_name%% **Group Event:** %%group_booking_title%%

Contact: %%full_name%% **Address:** %%full_address%% **Phone:** %%home_phone%%

Dear %%contact_first_name%%,

Thank you for choosing the %%hotel-name%% for your Group Event. We look forward to your stay. Your reservation has been confirmed, please see the booking details below. If you have any questions or need to make any change, please contact us. Please see our cancellation policy below.

%%todays-date%%

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Dear %%contact_first_name%%,

Thank you for choosing the %%hotel-name%% for your Group Event. We look forward to your stay. Your reservation has been confirmed, please see the booking details below. If you have any questions or need to make any change, please contact us. Please see our cancellation policy below.

BOOKING DETAILS		
STATUS: %%status%%	ARRIVAL DATE: %%arrival_date%%	DEPARTURE DATE %%departure_date%%
CHARGES AND PAYMENT DETAILS		ROOM LIST
ROOM CHARGE: %%projected_income%%		%%room-list%%
ADDITIONAL CHARGES: %%total-charges%%		
TOTAL: %%projected_income_and_charges%%		
DEPOSIT: %%total-payments%%		
BLANCE DUE: %%balance-due%%		

BILLING AND CANCELLATION POLICIES: %%cancellation-policy%%

LOCATION AND DRIVING DIRECTIONS: %%location-description%% %%driving-directions%%

If you have any additional questions, do not hesitate to contact us at %%hotel-main-phone%% and we will assist in any way possible. We look forward to seeing you soon!

Our check-in time is 3:00 p.m. Check-out time is 11:00 a.m.

Please remember that our rooms are non-smoking. No pets allowed.