

Confirmation Letter

Sample Confirmation Letter (Individual)

- To insert merge fields, See [Merge Fields - Individual Letters](#)

The following example shows how the Letter looks in the Template Editor with merge fields inserted. See [Add or Edit Letters](#)

Feel free to copy and paste any or all of this letter in your template

%%hotel-address1%% %%hotel-city%%, %%hotel-state%% %%hotel-zip%% %%hotel-main-phone%%					
RESERVATION CONFIRMATION					
Today's date: %%todays-date%%					
Thank you for choosing the %%hotel-name%% !					
We look forward to your stay! Please review the booking details and let us know if you have any changes. Please review our cancellation policy below Please contact us with any questions. . We look forward to your stay!					
Guest Information					
%%guest-first-name%% %%guest-last-name%% %%guest-address1%% %%guest-city%%, %%guest-state%% %%guest-zip%%					
Confirmation #: %%reservation-identifier%%		Arrival Date: %%reservation-arriving-date%%		Departure date: %%reservation-departing-date%%	
				# of adults: %%reservation-number-adults%%. # of children: %%reservation-number-children%%	
ROOM TYPE	DAILY RATE	# OF NIGHTS	ROOM COST	ROOM TAX	TOTAL ROOM CHARGE
%%room-type-description%%	%%average-daily-rate%%	%%reservation-number-nights%%	%%total-accommodation-cost%%	%%projected-accommodation-tax%%	%%total-cost%%
PAYMENT TYPE: %%payment-type%%		ADDITIONAL CHARGES: %%total-cost%%		TOTAL CHARGES: %%projected_income_charges%%	DEPOSIT: %%total-payments%%
BALANCE DUE: %%balance-due%%					
CANCELLATION POLICY: %%cancellation-policy%%					
LOCATION: %%location-description%%					
DIRECTIONS: %%location-description%%					
CHECK IN: 3:00 PM CHECK OUT: 12:00 PM					
NO PETS ALLOWED IN HOTEL.					