

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Hotel Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my reservation at [Company/Hotel Name] under the reservation number [Reservation Number].

Details of my reservation are as follows:

- Name: [Your Name]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Number of Guests: [Number of Guests]

Please let me know if any additional information is required. I look forward to my stay.

Thank you!

Sincerely,

[Your Name]