

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Visa Officer

[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Confirmation of Hotel Booking for Visa Application

Dear Sir/Madam,

I am writing to confirm my hotel booking for my upcoming trip to Dubai.
The details of my reservation are as follows:

Guest Name: [Your Full Name]
Check-in Date: [Check-in Date]
Check-out Date: [Check-out Date]
Hotel Name: [Hotel Name]
Hotel Address: [Hotel Address]
Booking Reference Number: [Booking Reference Number]

I have attached a copy of my hotel reservation for your records. Should
you require any further information, please feel free to contact me.
Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]