

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

[Owner's Name]
[Property Address]
[City, State, Zip Code]

Dear [Owner's Name],

Thank you for choosing to share your vacation property with us. We are excited about our upcoming stay at [Property Address] from [Start Date] to [End Date].

Booking Details:

- Guest Name: [Your Name]
- Check-in Date: [Start Date]
- Check-out Date: [End Date]
- Number of Guests: [Number of Guests]
- Total Amount Paid: [Total Amount]

We are looking forward to making wonderful memories at your property. If you have any special instructions or recommendations for our stay, please feel free to share them.

Best regards,

[Your Name]

[Signature (if sending a hard copy)]