[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Reservation Department]
Xcaret Park
[Park Address]
[City, State, Zip Code]
Dear [Reservation Department/Specific Contact Name],
Subject: Confirmation of Reservation at Xcaret
I am writing to confirm my reservation at Xcaret Park. Below are the details of my booking:
- **Reservation Name:** [Your Name]
- **Reservation Number:** [Reservation Number]
- **Date of Visit:** [Date of Visit]
- **Number of Guests:** [Number of Guests]
- **Package Type:** [Package Type e.g., Basic, Deluxe]
- **Check-in Time:** [Check-in Time]
- **Check-out Time:** [Check-out Time]
Please let me know if there are any additional details or documents required prior to my visit. I appreciate your assistance and look forward to enjoying my day at Xcaret.
Thank you.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]