

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

Dear [Recipient's Name],

Subject: Accommodation Confirmation for Visa Application

I am writing to confirm the accommodation arrangements I have made for my upcoming visit to [Destination] from [Start Date] to [End Date].

Details of my reservation are as follows:

- Reservation Name: [Your Name]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Number of Guests: [Number of Guests]
- Room Type: [Room Type]
- Confirmation Number: [Reservation Confirmation Number]

Please find attached a copy of my reservation confirmation for your reference.

I appreciate your assistance and look forward to my stay at your esteemed establishment.

Thank you.

Sincerely,

[Your Name]

[Signature if sending a hard copy]