

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, ZIP Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Embassy/Consulate Name]\*\*  
\*\*[Embassy/Consulate Address]\*\*  
\*\*[City, State, ZIP Code]\*\*

Dear Visa Officer,

I am writing to confirm my accommodation arrangements during my stay in [Country]. I am applying for a [type of visa] visa to visit from [start date] to [end date].

I will be staying at [Name of the hotel or residence] located at [address of the accommodation]. I have made a reservation from [check-in date] to [check-out date] under the name [your name]. The reservation number is [reservation number].

Enclosed are copies of my reservation and other relevant documentation. Please feel free to reach out to me if you require any additional information.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

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\*\*[Booker's Name]\*\*  
\*\*[Booker's Address]\*\*  
\*\*[City, State, ZIP Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Embassy/Consulate Name]\*\*  
\*\*[Embassy/Consulate Address]\*\*  
\*\*[City, State, ZIP Code]\*\*

To Whom It May Concern,

This letter serves to confirm that [Guest's Name], passport number [Guest's passport number], will be staying at my residence located at [your address] from [start date] to [end date].

I assure you that [Guest's Name] will have a comfortable stay during the duration of their visit. If you have any questions or require further information, please feel free to contact me.

Thank you for your assistance.

Sincerely,

[Booker's Name]

[Booker's Signature (if sending a hard copy)]