

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient's Name]\*\*  
\*\*[Accommodation Provider's Name/Hotel Name]\*\*  
\*\*[Accommodation Address]\*\*  
\*\*[City, State, Zip Code]\*\*

Subject: Proof of Accommodation Letter for Visa Application

Dear [Recipient's Name],

I am writing to request a proof of accommodation letter to support my visa application for [Destination Country]. I have made a reservation at your establishment and would appreciate your assistance in providing the necessary documentation.

Details of my stay are as follows:

- \*\*Guest Name:\*\* [Your Name]
- \*\*Reservation Number:\*\* [Reservation Number]
- \*\*Check-in Date:\*\* [Check-in Date]
- \*\*Check-out Date:\*\* [Check-out Date]
- \*\*Number of Guests:\*\* [Number of Guests]
- \*\*Type of Accommodation:\*\* [Room Type/Details]

This letter will serve to confirm my accommodation during my visit, and I kindly ask that you include the following information:

1. Confirmation of my reservation
2. Address of the property
3. Contact information of the property
4. Your official letterhead and signature

Thank you for your assistance. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]