Dear …..

It is great to hear you are ready to confirm your booking. In order for me to proceed accordingly, please can you send through the following information:

|  |  |
| --- | --- |
| **Full names exactly as it appears in your passport:** |  |
| **Flight arrival details:** |  |
| **Flight departure details:** |  |
| **Room configuration (Twin or double beds):** |  |
| **Passport details:** |  |
| **Dietary requirements:** |  |
| **Date of birth:** |  |
| **Special occasion details and dates (if applicable)** |  |
| **Special requests:** |  |
| **On vacation contact number (if applicable):** |  |
|  |  |

Kind Regards,