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3 Examples of Hotel Room Reservation Letters in English

What is a hotel room reservation letter? A hotel room reservation letter is a formal request sent to a hotel requesting to book a specific type of room for a particular number of nights. It typically includes details such as the guest's name, arrival and departure dates, room type, and any special requests.

Why do you need a hotel room reservation letter? A hotel room reservation letter serves as a written confirmation of your booking, especially if you're making the reservation in advance or by phone. It can help avoid misunderstandings or discrepancies when you arrive at the hotel.

What are some examples of hotel room reservation letters?

Example 1:

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Dear [Hotel Name],

I am writing to request a room reservation for the period of [Arrival Dat

My name is [Guest Name] and I will be traveling with [Number of Guests] of

We look forward to hearing from you soon. Thank you for your time and cor

Sincerely,
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Example 2:

[Your Name]

Example 3:

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Dear [Hotel Name],

I am writing to make a reservation for a [Room Type] room at your hotel f

I am a returning guest and have previously enjoyed my stays at your hotel

I will be traveling with my family of [Number of Guests] and require a ro

Thank you for your attention to my request. I look forward to hearing fro

Sincerely,

[Your Name]
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