**The Hotel**

**Street 123, New York, NY. USA**

**Telephone: +1 (0) 123 456 789**

**thehotel@email.com**

**website.com**

**Campbed Booking Confirmation**

**{{CBCFN}} {{CBCSN}}**

[{{CBCEMAIL}}](mailto:r05122001@ntu.edu.tw)

**{{CBCGFN}} {{CBCGSN}}**

**Campbed for Room: {{CBCCR}}**

**{{cbctoday}}**

Dear {{CBCFN}},

# I am writing to confirm your booking request for a campbed for {{CBCGFN}}. Please make sure that your guest checks out at Reception when they depart.

**1 person on a campbed**

**at the rate of £{{CBCRATE}} per person per night (£{{CBCTAMOUNT}} in total)**

Arriving on {{CBCFDAY}} (From 2:30pm)

Departing on {{CBCLDAY}} (Before 10:30am)

Please be reminded that on the day of the check-out your guest must come to Reception before 10:30am. Even if they do not have a key they must sign in as a visitor and come to formally check out. The House Team will take the campbed out of the room sometime after 10:30am.

If you have any other queries, please do not hesitate to contact the Accommodation Office.

Yours sincerely

{{CBCRECEPTIONIST}}

Reception Team