

**SUBJECT:** Your booking at [hotel name] is confirmed – Confirmation #[conf number]

{BOLD HEADER IMAGE THAT REFLECTS YOUR BRAND}

Hi [first name],

Thank you for choosing [hotel name]. We look forward to hosting your stay.

Here are your booking details:

**Reservation Confirmation Number:** [conf number]

**Room Type:** [room type]

**Arrival date:** [start date]

**Departure date:** [end date]

**Special requests:** [special requests]

[ROOM IMAGE]

**Address:** [hotel address 1]

**Cancellations:** [custom cancellation policy]

If you need to make changes or require assistance please call [hotel phone] or email us at [hotel email].

We look forward to welcoming you in [hotel city] soon!

[hotel name]

{FOOTER: ADD SOCIAL MEDIA ICONS/LINKS}