

Accommodation Confirmation Letter

[Your Name]

[Your Title/Position]

[Your Company/Organization, if applicable]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position, if applicable]

[Company/Organization Name, if applicable]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Accommodation Confirmation

Dear [Recipient's Name],

I am writing to confirm the accommodation arrangement that we have made for you. We are pleased to inform you that your accommodation request has been successfully processed and confirmed.

Accommodation Details:

Accommodation Type: [Hotel Reservation/Rental Agreement/Other]

Check-In Date: [Date]

Check-Out Date: [Date]

Accommodation Address: [Address]

Room Type: [Room Type, if applicable]

Special Requests: [Any special requests or preferences]

Please be advised that the details mentioned above have been reserved for your convenience. If

there are any changes or modifications needed, kindly inform us at your earliest convenience.

Additionally, should you have any questions or require further assistance, please do not hesitate to contact our dedicated [Customer Service/Reservation] team at [Customer Service Phone Number] or [Customer Service Email Address].

We look forward to hosting you and ensuring your stay is comfortable and enjoyable. Thank you for choosing [Your Company/Organization Name] for your accommodation needs.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Signature, if sending a physical letter]

[Enclosures, if applicable - e.g., additional documents]

cc: [Other relevant parties, if applicable]

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