

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Confirmation – Pre-Arrival Letter to Hotel for Corporate Guest

Dear :

This letter is to confirm the reservations we made concerning {Name} of {Company}. {Name} will be a guest at {Name of Hotel} from Date to Date.

Please contact me upon your receipt of this letter for final clearance. Thank you for your acceptance in this matter.

Sincerely,

N A M E