**Dear [Guest Name]**

Thank you for choosing to stay at [Mention Hotel Name].

We are pleased to confirm your accommodation as follows:

**Arrival:** Sunday 20 November 2016        **ETA:** 1700hrs

**Departure:** Wednesday 23 November 2016      **ETD:** 1000hrs

**Guest:** 2 Adults  / 3 Kids **Room Type:** Deluxe Double

**Total**:

**Booking REF:** 1234567890

**HOTEL CHECK IN:** 14.00 **CHECK OUT:** 11.00am. Late Check Out till 1300hrs is complementary and subject to availability for booking direct, enquire on arrival.

**DEPOSIT:** First night deposit will be taken prior to arrival via the Credit Card. Special Event Periods, first night deposit taken and full payment of accommodation costs is required at 28 days before arrival.

**CANCELLATION:** will be accepted up to 48hrs prior to arrival date. Should you cancel within 48hrs of arrival, you will forfeit the total cost of accommodation. No Cancellation accepted during a Special Event Period 7 days before arrival.

**CAR PARKING:** Parking is available at 10 USD per night. This is subject to availability and will need to be confirmed directly with the hotel. We recommend reserving a spot before arrival, if required contact reservations.

**BEDDING TYPE REQUESTS:** Please request your preferred bedding configuration before arrival, to arrange contact reservations. We try to honour all requests however bedding configuration is not guaranteed and will be confirmed upon arrival, and subject to availability.

**THE FINE PRINT:**

* Guests are required to pay any outstanding balances upon check out.
* Government issues Photo ID is required to check in at the hotel.
* We require a USD 100 credit card pre-authorisation deposit upon check in to cover any incidental charges for each rooms.
* All credit card payments incur a surcharge of 4% additionally to the amount charged.
* The rooms are all strictly non-smoking.

We look forward to welcome you to [Mention Hotel Name] in the near future. Should you need any further information regarding your reservation please email youremaill@yourhotel.com or call (123) 1234 567890.

Thank You

Warm Regards,

**Reservations Team**

[Mention Hotel Name]

[Hotel Address]

[newsletter@setupmyhotel.com](mailto:newsletter@setupmyhotel.com)

<https://www.facebook.com/Setupmyhotel>

**PS:** List your hotel at [Lodginglists.com](http://lodginglists.com/add-listings/) to increase more direct bookings. No Commission or Fees.