Owner's name

Name of accommodation

Address

Contact telephone number:

e-mail address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOOKING CONFIRMATION (reservation number ...)**

Date of issue

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear name of guest

Thank you for choosing to stay at name of accommodation

We are pleased to confirm your accommodation as follows:

**CONFIRMATION NUMBER:**

**NUMBER OF GUESTS:**

**ARRIVAL DATE:**

**DEPARTURE DATE:**

**ACCOMMODATION TYPE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service** | **Quantity** | **Price per day (EUR)**  | **Number of nights** | **Total Cost (EUR)**  |
| **Accommodation (EUR)** |  |  |  |  |
| **Breakfast (EUR)** |  |  |  |  |
| **Total cost (EUR** |  |
| **Advance payment (EUR)**  |  |
| **Payment on arrival (EUR)** |  |

We look forward to welcoming you to our accommodation in the near future. For any further information, please contact us anytime.

Kind regards, .....................