

Letter of Guarantee for Hotel Reservation

Acme Corporation
123 Business Rd.
Tech City, CA 94016
accounts@acmecorp.com
415-555-1234
November 12, 2024

Grandview Hotel
789 Luxury Lane
Tech City, CA 94016

Dear Ms. Janet Lee,

I am writing on behalf of Acme Corporation to confirm our commitment to cover the lodging expenses for Mr. John Carter, who will be staying at your hotel for the upcoming Tech Innovators Conference. Please find the reservation details below.

Reservation Details:

- **Guest Name:** Mr. John Carter
- **Type of Room:** Deluxe Suite
- **Check-in Date:** January 15, 2025
- **Check-out Date:** January 20, 2025
- **Number of Nights:** 5

Acme Corporation guarantees payment for all charges associated with this booking, including but not limited to room rates, taxes, and any incidental expenses incurred

during the stay. We kindly request that you provide a detailed invoice for the stay, which should be sent to the following address or email for prompt processing.

Billing Address:

123 Business Rd.

Tech City, CA 94016

accounts@acmecorp.com

Please ensure that any additional services requested by Mr. Carter are approved by our company representative, Mr. Tom Harris, who can be reached at 415-555-9876 or tom.harris@acmecorp.com.

Thank you for accommodating our employee. Should you require any further information or confirmation, please do not hesitate to contact me directly at the phone number or email address provided above.

Sincerely,

[Signature for hard copy]

Susan Miller

Financial Coordinator