
Reservation Letter for Resort

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Resort Name]

[Resort Address]

[City, State, ZIP Code]

Dear [Resort Manager's Name],

I am writing to reserve accommodations at your resort for an upcoming vacation. My family and I are looking forward to enjoying the beautiful setting and excellent amenities your resort is known for.

Reservation Details:

- **Guest Names:** [Your Name], [Additional Guest Names]
- **Type of Accommodation:** [Specify room/villa type]
- **Check-in Date:** [Date]
- **Check-out Date:** [Date]
- **Number of Guests:** [Number]

Please confirm the availability of these dates and the total cost for the stay, including any applicable taxes and service fees. Additionally, if you offer meal plans or special

activity packages, we would be interested in receiving more information about those options.

We would also appreciate it if you could provide details regarding your cancellation policy and any travel advisories or requirements we should be aware of before our arrival.

Thank you for assisting with this reservation. Please confirm by [preferred confirmation method, e.g., email or phone] at your earliest convenience. We are looking forward to a memorable stay at your resort.

Sincerely,

[Your Signature, if sending a hard copy]

[Your Printed Name]