

Reservation Letter for Hotel Sample

Larochelle Inn

4977 Big Indian
Habanna, Cuba 70062

Dear Larochelle Inn,

Please be informed that I will be traveling to Cuba on July 5th, 2009 and I will be requiring a room at your hotel for the duration of 3 days.

I would like to reserve an ocean view suite that has 2 beds included. I checked on your website, and the price is supposed to be \$231 per night.

Please call me at 343-543-5645 to verify my reservation.

Thank you,

Julie J. Thayer