Subject: （貴ホテル/旅館のお名前）Reservation Confirmation

Dear Mr. / Mrs. お客様のお名前

Thank you for choosing （貴ホテル/旅館のお名前）. We are pleased to confirm your reservation as follows.

Reservation Details

Reservation No.: 予約番号を記載してください。ない場合はこの項目を削除してください。

Guest Name: お客様のお名前

Check-in Date: チェックイン日

Night(s): 宿泊日数

Check-in Date: チェックアウト日

No. of Rooms: 部屋数

No. of Adults/ Child: Adult 成人宿泊者数, Child 子供宿泊者数

Rate Information

Room Type booked: Single, Semi-Double, Double, Twin, Suite, Japanese Style,

Japanese & Western Style（予約の部屋タイプを残してください）

Room Rate: xxx yen per person, per night (一人一泊分の料金)

Total Stay Cost: xxx yen (合計金額)

Rate Inclusions: Japanese dinner, Japanese breakfast, service charge, tax （提供しない食事を削除してください）

Policies and Fees

Check in: 3:00 p.m.

Check out: 10:00 a.m.

Cancellation Policy: Cancellation fees will apply according to our hotel policy:

1. No penalty for a cancellation received up to 2 days prior to arrival.
2. 20% penalty on the first night stay for a cancellation received 1 day prior to arrival
3. 80% penalty on the first night stay for a cancellation received on the day of arrival
4. 100% penalty for no shows

To secure your reservation, please provide us with your credit card details by return.

Should you have any dietary requirement, please also inform us.

We look forward to welcoming you to （貴ホテル/旅館のお名前）.

Kind Regards,

Reservation Executive

（貴ホテル/旅館のお名前）