

**Subject:**

FW: Room confirmation

Dear [REDACTED]

We have the pleasure of confirming your room reservation at [REDACTED]. Should any of the details shown below be incorrect please contact us immediately as it may not be possible to alter this reservation at a later date or upon arrival.

Name: [REDACTED]

Reservation number: [REDACTED]

Type of Room booked: Double

Arrival date: [REDACTED]

Departure date: [REDACTED]

Number of nights: 4

Rate per night: £175

(Inclusive of Continental Breakfast and VAT. A light Cooked Breakfast or Full English breakfast is available at an extra charge. Should your stay be over, or include a weekend, a special lower rate may apply. For full details please contact Reception)

PLEASE NOTE: CANCELLATIONS SHOULD BE MADE IN WRITING AND NO LATER THAN 12:00 PM (NOON) ON THE DAY PRIOR TO THE DATE OF ARRIVAL. FAILURE TO DO SO MAY RESULT IN THE LEVY OF A NON-ARRIVAL CHARGE UP TO THE FULL COST OF THE ROOM. SHOULD THE CANCELLATION BE NECESSARY, PLEASE ENSURE YOU ARE GIVEN A CANCELLATION REFERENCE NUMBER.

Guaranteed check-in time is at 15:00hrs. Should an earlier check-in be required, please advise Reception in advance and every effort will be made to accommodate your request. Please note, however, that an early check-in cannot always be guaranteed. Check-out is by 11:00hrs. If your room has not been vacated by that time, please be advised that an additional charge may apply. Please speak to Reception if you require a late check-out.

[REDACTED]