

[REDACTED]

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**Subject:** [REDACTED]

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: £175.00 weekday rate

(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]




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**From:** [REDACTED]  
**Sent:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Room

Hi there,

Can I please book a double room for four nights from [REDACTED]

Wishing you a happy new year,



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