# Confirmation Letter Merge Fields

**Sample Confirmation Letter for Individual Booking using Merge Fields. See Merge Fields - Individual Letters**

The following example shows how the Letter looks in the Template Editor with merge fields inserted on the left. On the right, the Letter is shown as it would be displayed in email or print.

**Example in Template Editor**

%%todays-date%%

%%guest-first-name%% %%guest-last-name%%
%%guest-address1%% %%guest-address2%%
%%guest-city%%, %%guest-state%% %%guest-zip%%
%%guest-country%%

Dear %%guest-first-name%% %%guest-last-name%%,

We thank you for your request for a reservation. Please insure the following information is correct:

| | |
|---|---|
| Name:<br>Arrival Date:<br>Departure Date:<br>Guests:<br>Room Type:<br>Room Rate:<br>Confirmation Number: | %%guest-last-name%%, %%guest-first-name%%<br>%%reservation-arriving-date%%<br>%%reservation-departing-date%%<br>%%reservation-number-adults%% / %%reservation-number-children%% Adults / Children<br>%%reservation-room-type%%<br>$%%reservation-pricepernight%%<br>%%reservation-identifier%% |

Your room includes our European Breakfast, valet parking, 24-hour room service and much more. The reservation is guaranteed by %% payment-type%% for the first night's stay. Guaranteed reservations must be cancelled prior to 48 hours in advance of your scheduled check in time. At check-in, we require a $100 security deposit; cash or credit cards will be accepted. Cash Deposits will be mailed to you two weeks after departure.
Check-in time is 3pm and check out time is 12 noon. Exceptions may be made by prior arrangement. We look forward to serving you and remain with kindest regards.

Cordially,

%%user-full-name%%
P.S. Be sure to bring your swimwear to enjoy the rooftop spa!

**Example in Email or Print**

Mar 16, 2003

Kelly L. Bonner
1421 Bonita Ave # 10
Tahomas, California 95487
United States

Dear Kelly L. Bonner,

We thank you for your request for a reservation. Please insure the following information is correct:

| | |
|---|---|
| Name:<br>Arrival Date:<br>Departure Date:<br>Guests:<br>Room Type:<br>Room Rate:<br>Confirmation Number: | Bonner, Kelly L.<br>2003-03-15<br>2003-03-17<br>2 / 0 Adults / Children<br>NK<br>$106.00<br>BB00016838 |

Your room includes our European Breakfast, valet parking, 24-hour room service and much more. The reservation is guaranteed by Discover for the first night's stay. Guaranteed reservations must be cancelled prior to 48 hours in advance of your scheduled check in time. At check-in, we require a $100 security deposit, cash or credit cards will be accepted. Cash Deposits will be mailed to you two weeks after departure.
Check-in time is 3pm and check out time is 12 noon. Exceptions may be made by prior arrangement. We look forward to serving you and remain with kindest regards.

Cordially,
Jeff

P.S. Be sure to bring your suit to enjoy the rooftop spa!