Group Booking Engine Letter Sample

Sample Group Booking Engine Letter using Merge Fields for USER ID and PASSWORD.

- To insert merge fields, See Merge Fields - Group Letters
- To set the Password for the Group Booking, see Group Bookings - Create Password

The following example shows how the Letter looks in the Template Editor with merge fields inserted. See Add or Edit Letters

Feel free to copy and paste any or all of this letter in your template

blocked URL	**%%hotel-name%%** %%hotel-address1%% %%hotel-city%%, %%hotel-state%% %%hotel-zip%% %%hotel-main-phone%% %%hotel-main-fax%% %%hotel-email%%

GROUP BOOKING CONFIRMATION

Thank you for choosing the %%hotel-name%% for your Group Event. We look forward to your stay! Your Group Booking for %%arrival_date%% - %%departure_date%% has been confirmed. Please review the Booking Details and notify of us of any changes.

Our group booking engine gives you the flexibility of managing your own Group Booking. Select Room Types, Add individual payment methods and view the Room List. Give the **USER ID** and **PASSWORD** to all Group members to let them choose their own room types and make payments.

To add a booking to your Group Booking, go to **%%group_booking_engine_link%%**

Log in with **USER ID: %%reservation-identifier%%** **PASSWORD: %%group_password%%**

TODAY'S DATE: %%todays-date%%	**CONFIRMATION #:** %%reservation-identifier%%	**STATUS**: %%status%%
ARRIVAL DATE:%%arrival_date%%	**DEPARTURE DATE:** %%departure_date%%	**# OF ROOMS:** %%group_count%%

GROUP BOOKING DETAILS	**GROUP BOOKING COMMENTS**
GROUP NAME/TITLE: %%group_name%% - %%group_booking_title%% **CONTACT**: %%full_name%% %%address%% %%city%%, %%state%% %%zip_code%% %%country%% **PHONE:** %%home_phone%%	%%group_comments%%
ROOM LIST	**PAYMENT DETAILS**
%%room-list%%	**ROOM COST:** %%total-accommodation-cost%%
	ROOM TAX: %%total-taxes%%
	TOTAL ROOM COST: %%projected_income%%
	ADDITIONAL COSTS: %%total-charges%%
	DEPOSIT: %%total-payments%%
	BALANCE DUE : %%balance-due%%

DEPOSIT POLICY: %%deposit-policy%%

CANCELLATION POLICY: %%cancellation-policy%%

LOCATION AND DIRECTIONS: %%location-description%%. %%driving-directions%%

CHECK-IN: 3:00 PM **CHECK-OUT:** 12:00 Noon.
NO PETS ALLOWED IN HOTEL

Please let us know If you have any questions. We look forward to your stay!

%%hotel-main-phone%% %%hotel-main-fax%% %%hotel-email%%