

Fax:

from Agent Name ~~Bruno Kretz~~
tel +66
fax +66
e-mail
date 6 February, 2020

to Person who made modification
company
fax
e-mail

Hotel Name
Address

Modification of Reservation

Conf number (New if changed)

Dear **Mr. / Mrs. /Ms. Name**

Please find below the details of your reservation with the required modifications:

Guest Name:

Arrival Date:

Flight

ETA

Departure Date:

Flight

ETD

Room Type:

Smoking: Yes No

Number of rooms:

Number of guests per room:

Special requirements:

Room Rate:

Breakfast included: Yes No

Taxes and Service charge included: Yes No

[Detail here calculation of taxes and service charge](#)

Payment Method:

Reservation guaranteed by: **Never write complete credit card number!**

Boat Transfer requirements:

Arrival Departure

[Information about the hotel transfer service or shuttle bus \(price per way, per pax, type of car, free shuttle bus...\)](#)

Cancellation Policy:

- Please note that check-in time is **02 00 pm** and check-out time is **11 00 am**.
- All non-guaranteed reservations will automatically be released at 6pm (local time) on the day of arrival.
- The hotel will charge 1 night for all guaranteed reservations that have not been cancelled before 6 pm (local time) on day of arrival. Please carefully note your cancellation number.

We are looking forward to welcoming **Name of Guest** in our hotel. Should you require any further assistance, please do not hesitate to contact us.

Yours Sincerely,
Name of Agent

Please return a signed and stamped copy of this confirmation: