

## HOTEL BOOKING FORM

To,

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

**Re: Room Reservation**

Kindly make the following booking/s for (State name of Organisation)

**GUEST NAME**

<i>Last Name</i>			<i>Middle Name</i>				<i>First Name</i>		
Expected Arrival			<i>Date</i>		<i>Time</i>		<i>Flight No.</i>	VIP	
Expected Departure									
<b>CATEGORY</b>	<b>RACK</b>	<b>CORP</b>	<b>COMM</b>	<b>DIP</b>	<b>A/L</b>	<b>T/L</b>	<b>SPL</b>	<b>GOVT</b>	<b>OTHERS</b>

**ACCOMODATION REQUIRED**

King      Sgl       Twin       Suite

Queen     Dbl       Mar       City       Studio

Rate       Disc.       Rate

**CONTACT PERSON**

Reserved by \_\_\_\_\_ **Tel:** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ **City** \_\_\_\_\_

<b>Payment mode</b>	<b>Drop By</b>	<b>Secure</b>	<b>Type</b>

Charge Instruction

Package \_\_\_\_\_

Special Instruction \_\_\_\_\_

Thank you

Yours Faithfully,

(State name of Organisation)