

3-5-7 BORACAY RESORT
CONFIRMATION LETTER

Attention: _____ Date: _____
Company: _____
Fax no.: _____ Tel No./s: _____
From: _____

RE: NEW BOOKING REVISION CANCELLATION

Dear _____,

We are pleased to confirm your reservations with details as follows:

Name of Guest/s : _____

No of Guest/s : _____
Date of Stay : _____

Flight Details:

Flight No.	Date	Route	ETD	ETA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Statement of Account: (Breakdown / Charges)

	Amount
Package _____ = _____	
Room _____ = _____	
Meals (B/L/D) _____ = _____	
Airfare _____ = _____	
Transfers _____ = _____	
TOTAL _____ = _____	

Inclusion/s:

-Hotel accommodation based on Executive Rm. Suite Rm. Family Rm.
for _____ days / _____ nights for _____ pax
Breakfast for _____ Guests for _____ days
Lunch for _____ Guest/s for _____ days
Dinner for _____ Guest/s for _____ nights
Airport Transfers via _____ for _____ guest/s

Payment and Cancellation Policy:

As a matter of resort policy, we require full payment upon confirmation of booking. In case of cancellation, notice should be made two (2) working days before arrival date. If notice is made less than two (2) working days prior to the arrival date, cancellation fee equivalent to one (1) night stay will be charged to your account. Any cancellation made after checking-in will mean forfeiture of all payments made.

Please confirm the reservation on or before _____, otherwise booking confirmation may automatically be cancelled. All checks must be made payable to _____.

Should you have other concerns, please do not hesitate to call us at 899-1793 to 94 and 897-5051. It is our pleasure to be of service.

Sincerely yours,

CONFORME:

Marketing Officer

NOTED BY:

Signature above Printed Name

Ms. Agnes Atienza
Accounting Manager

Date: _____