

Address
(your name,
address,
email and
phone number here)

Date (add the date here)

ENQUIRY FROM HOLIDAYLETSONLINE.COM – PROPERTY REFERENCE (add the
reference here)

Dear owners name here

Further to our recent communication, I confirm that we are delighted to enclose the deposit for our forthcoming holiday at your property address of property goes here. As agreed the total is (state amount and currency here). *If you have paid by bank transfer or credit card, you could swap the above paragraph to state that "I confirm I have sent the deposit via (insert method, amount and reference number/date of transaction here)".*

I confirm that our arrival date is (arrival date goes here) and our departure date is (departure date goes here). I will inform you of exact times nearer the date of travel.

I also confirm that our party will consist of (number of adults, number of children, number of babies goes here). *You may want to use this paragraph to request any special items, for example "as agreed on the telephone, please can you provide a cot and high chair ready for our arrival" or confirm any other arrangements you have made or asked the owner to make on your behalf, for example "thank you for offering to collect us from the airport on our arrival, I will confirm our flight number and arrival times shortly".*

I would be pleased if you could send a receipt for the deposit to my home address as above.

As agreed previously, we will forward you the outstanding balance in full by (final agreed date of balance to pay goes here) and confirm that this amount will be (insert full amount that will be sent here - be sure to include the currency). *If a security deposit has been requested, give details here, for example "We will bring the security deposit with us as you requested and confirm this will be payable in cash, total amount (insert total here and remember to include the correct currency)".*

I hope that this covers everything, but of course, if you would like to speak to me, you can do so on the above number or email me (insert email here if you want to).

Kindest regards

(your name)