

Date: _____
Place: _____

The Incharge
Holiday Home _____

Dear Comrade,

I intend to visit _____ with my family on _____ and so I request you to kindly provide me accommodation at our Holiday Home. I have already deposited Rs. _____/- (Rupees _____ only) @ Rs. _____/- per day in your A/c no _____ for the purpose and the transaction ID for the same is _____. Kindly confirm the booking of _____ room(s) for _____ day(s) from _____ (date) to _____ (date).

Incase of non-availability of room kindly return the deposit by crediting my A/c no _____.

Thanking you

Yours Comradely,

(Signature)

Name: _____

Designation: _____

PF No: _____

Branch/Office: _____

Tel / Mobile No: _____