

357 BORACAY RESORT CONFIRMATION LETTER

Please email or fax back to us not later than _____

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

RE: _____ NEW BOOKING _____ REVISION _____ CANCELLATION

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 _____ Family Rm
for _____ days / _____ nights for _____ pax

Breakfast for _____ Guest/s 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 conformation of booking.

In case of cancellation, the following conditions will be strictly followed:

- 13 to 20 days before date of arrival, 20% of full amount paid will be forfeited
- 6 to 12 days before date of arrival, 50% of full amount paid will be forfeited
- 1 to 5 days before date of arrival, 100% of full amount paid will be forfeited
- After checking in, no refunds will be made.

Please confirm the reservation on or before the stated date above, otherwise booking confirmation may automatically be canceled. All checks must be made payable to LEGASPI LAND CORPORATION (RCBC-GREENBELT BRANCH) Acct. No. 0-218-80443-8

Should you have other concerns, please do not hesitate to call us at (+632) 8991793 to 94 and (+632) 897-5051. It is our pleasure to be of service to you.

Sincerely yours,

CONFORME:

Marketing Officer
NOTED BY:

Signature above Printed Name
Date: