



Zeevou Giveaway

12 'Thank You for Booking' Templates

[FREE Download]



With a short thank you note, sent immediately or soon after a booking is confirmed, you help your guests feel more assured. They can be more confident to start planning for their trip when their host acknowledges their reservation rather than just receiving an Airbnb automated booking confirmation.

Your thank you message can be representative of your brand tone. You can choose to sound friendly and casual or more formal with your guests. Remember to maintain the same style and tone of voice in all your guest communications.

- **Keep your thank you message short.** Try not to send a long message including all the necessary information at the time of booking. Don't overload your guests with huge amounts of information. You can break the information into separate messages.
- **Design your thank you note beautifully and make it look like a custom-made thank you card.** You can make your card more attractive by attaching some photos of your property or beautiful scenery and activities to do in your town. Don't forget to include your logo.
- **Use personalisation in the subject line** to increase your messages' chance of getting opened.



What to Include in Your Thank You Message

It's not much about what you say in a thank you note. The contact and relationship you build are what matters. Generally, a thank you email is confirmation of a booking, dates and times. However, you can include the following topics in a thank you for booking email.

- **Booking confirmation and reservation details**
- **Informing guests of the time you will send them the arrival instructions**
(If the booking is soon, send the check-in details in the thank you email.)
- **Asking if they have any questions**
- **Requesting travel details and guest preferences**





To: Guest

Cc Bcc

Subject: Thank you for booking with us!



Dear [guest name],

We're thankful you chose our home for your stay in [your town].

Your reservation is confirmed with the following info [reservation info], and you're all set.

We'll send you more details, including check-in instructions, closer to arrival.

In the meantime, note that you can check in anytime after [check-in Time]. If you'd like to arrange different times (i.e. late check-out or early check-in), please get in touch.

If you have any questions, please don't hesitate to ask!

Thanks again, and we're looking forward to your visit.

[your name]

Send





To: Guest

Cc Bcc

Subject: Thank you for choosing us [guest name]!



Dear [guest name],

Thanks for booking with us!

We hope you love your stay at [your property's name].

If you have any questions or concerns, feel free to email us at [your email].

We will get back to you with the details of your stay [... hours/days] before your check-in.

Meanwhile, you can follow us on [Facebook, Instagram, LinkedIn,...] to find out more about the activities nearby and get inspired to plan a fantastic trip to [your city's name].

We hope you have your most wonderful stay at our home.

[your name]

Send





To: Guest

Cc Bcc

Subject: Thank you so much for booking!



[guest name],

Thank you for choosing [your property's name]. Commitment to service and guest satisfaction is our main concern.

We will do our best to anticipate your needs. If there is anything that can help us to provide you with the best experience possible, please feel free to share it with us.

We sincerely hope you enjoy your stay and tell your friends about our place.

We look forward to welcoming you.

[your name]

Send





To: Guest

Cc Bcc

Subject: Just saying "Thank you."



This is [your name] from [rental company name] just saying "thank you" for putting your trust in us and choosing [your property name] for your stay in [your city's name].

I will send you a separate message once your booking date is closer. If there is anything you need prior, we are glad to help to make your visit as lovely as possible.

We look forward to welcoming you.
Thanks!

[your name]

Send





To: Guest

Cc Bcc

Subject: It's time to say thanks!



We just reached out to say “thanks for choosing us.” Please let us know if there’s any work we can do for you before your arrival.

We’ll send you more information about check-in when your booking date is closer.
Can’t wait to host you. Thanks!

[your name]

Send





To: Guest

Cc Bcc

Subject: [guest name], Thank you for choosing to stay with us!



Hello [guest name],

Thanks for trusting us and choosing [your property's name] for your stay.

Here is the link to access the Check-In Guide.

Look over the instructions carefully, and let me know if you have any questions.

Please let me know your arrival time so that I can meet you in person.

Please also tell me your preferred bed arrangement. Would you like double or single beds?
Thanks!

[your name]

Send





To: Guest

Cc Bcc

Subject: Subject line: Thank you for your first booking with [company name].



Dear [guest name],

We have received your reservation. We are delighted that you have chosen our property for your next vacation. Thank you.

Your booking number is ...

We will send you a link to access the check-in instructions [... hours/days] before your arrival.

We sincerely hope you enjoy your stay.

Best regards,

[your name]

Send





To: Guest

Cc Bcc

Subject: Thank you for booking our place



Thank you for choosing [your property's name] for your upcoming stay in [your city's name].

I hope we achieve our goal of making your stay memorable by providing outstanding service. Please find your booking details below.

Looking forward to welcoming you.

[your name]

Send





To: Guest

Cc Bcc

Subject: Thank you so much for choosing to stay with us.



Hi [guest name],

Thank you for choosing to book our [adorable, tiny, alluring, charming] apartment. We know you'll love it. I'm looking forward to hosting you on your stay in [your town name].

[... hours/days] before your arrival, I will send all the check-in information.

In the meantime, if you have any questions, need recommendations, or have special requests, please don't hesitate to ask.

Thanks again,

[your name]

Send





To: Guest

Cc Bcc

Subject: Thank you so much for booking



Hello [guest name],

We're so happy that you'll be staying with us on [the booking date].
We consider our guests like family at [your property's name]. So, please don't hesitate to tell us if there's anything you need us to do before you arrive to have a perfect experience.

We'll be in touch closer to the date with check-in details. Don't hesitate to ask any questions you might have in the meantime.

Best wishes,

[your name]

Send





To: Guest

Cc Bcc

Subject: Thanks for choosing [your property's name]



Thanks for booking with us for [booking date]. We enthusiastically look forward to hosting you. [your town's name] on [the month of the booking] is [wonderful/magnificent/amazing], and I know you'll enjoy the [beach, sleigh ride, bike riding, sailing,...].

We strive to make the experience at [your property's name] one you will remember forever. I will be back in touch about [... hours/days] before you arrive.

In the meantime, if you feel like you have any questions or concerns, feel free to let us know, and we will do our best to accommodate you.

Regards,

[your name]

Send



To: Guest

Cc Bcc

Subject: Yay! Great, [guest name]!



Yippeee! [guest name] is coming for a stay.

Thanks for choosing my humble inn for your stay. I know you had many better options when choosing where to stay in [city name]. The fact that you chose [property name] is a great sign you have a big heart.

I am looking forward to meeting you on [your guests' arrival day].

Feel free to ask your questions, but I'm unsure if I can answer them.

Yes, a lot of fun is anticipating you here.

See you soon.
Take care.

[your name]

Send





zeevou[®]

FREEDOM TO GROW

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Lets join our community



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