

## CONFIRMATION LETTER

Attention : Mr. Hieu  
Company : Dai hoc cong nghiep Ha Noi  
Email Add / Tel No : vuonghieu6@gmail.com

Date : 28/2/2018  
From : Nguyen Bich Ngoc

Dear Mr. Hieu,

Thank you very much for choosing Novotel Suites Hanoi. With reference to your request, we are pleased to confirm your room reservation as following:

Guest Name : Please advise  
Confirmation No. : 137036  
Check-in Date : 18/04/18 Flight / ETA : 00:00  
Check-out Date : 21/04/18 Flight / ETD : 00:00  
Rooms / Room Type : 2 / Deluxe Studio Twin beds  
Persons (Adult/Child) : 2 / 0  
Daily Rate per Room : 2,720,000 VND  
Tax : Subject to 5% Service Charge and 10% Value Added Tax  
Payment : Company pay room charge before check-in.  
Note :

**Your room rates are inclusive of:**

- Daily buffet breakfast at Food Exchange Restaurant from 6:00am to 9:30am.
- High speed WIFI Internet access
- Fitness and outdoor swimming pool, steam and sauna access

**Airport transfer service is available upon request.**

Please advise us at least 6 hours prior to their scheduled arrival time with your flight details.  
Please note that all transportation arrangement is guaranteed by the guest's credit card.

**Check In / Check Out:**

The hotel's official check-in time is 14:00. Kindly advise us if you would like to check-in before 14:00, the early check-in is subject to availability. Check-out time is 12:00 noon on the day of departure. Late check-out charge will be applied for departure after 12:00 noon and subject to room availability.

**Guarantee Policy:**

All reservations must be guaranteed with a valid credit card; otherwise our system will automatically cancel non-guarantee bookings after 18:00 (local time) on the day of arrival.

**Cancellations / No-Shows:**

Cancellations received after 18:00 on your arrival date and no-shows are subject to a one (01) night charge.

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You can start collecting points right away by booking your stays directly on [accorhotels.com](http://accorhotels.com) or on our brand websites. For more information, please visit [www.accorhotels.com](http://www.accorhotels.com). Please do not hesitate to contact us for more information or visit our website [www.novotel.com/9813](http://www.novotel.com/9813) or [www.accorhotels.com/9813](http://www.accorhotels.com/9813)

**At Novotel Suites Hanoi, we will make you feel at home.** Looking forward to the pleasure of welcoming you soon.

With very best regards,

Reservation Department