

GUEST WELCOME LETTER

Guest Name:

Room Number:

Dear Guest:

Welcome to our establishment. We are honored to host you and hope your stay will be both pleasant and comfortable. Our team is committed to providing you with the highest level of service, ensuring your needs are met promptly and professionally.

Your Stay:

Please find enclosed all pertinent information regarding your stay, including check-in and check-out procedures, available amenities, and emergency contacts. Should you require assistance or have any special requests, please do not hesitate to contact our front desk.

Services and Amenities:

Our facilities include a fitness center, swimming pool, business center, and complimentary Wi-Fi. Room service is available 24 hours a day. Laundry and dry cleaning services can be arranged upon request.

Policies and Safety:

For your safety and comfort, smoking is prohibited in all guest rooms and indoor public areas. Please familiarize yourself with the emergency exits and procedures located on the back of your room door. The use of all hotel facilities is subject to compliance with our policies, which are available upon request.

Liability and Legal Compliance:

The hotel shall not be liable for any loss, damage, or injury sustained by guests or their belongings unless caused by gross negligence or willful misconduct of the hotel. Guests agree to indemnify and hold harmless the hotel from any claims arising from their stay. This letter and your stay are governed by the laws of the United States.

Acknowledgment and Agreement:

By signing below, you acknowledge receipt of this Guest Welcome Letter and agree to abide by all outlined policies and terms. Failure to comply may result in termination of your stay without refund.

GUEST SIGNATURE

HOTEL REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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