

# Hotel Guest Pre-Arrival Notification Letter

Date:

Guest Name:

Reservation Number:

Check-in Date:

Check-out Date:

Dear

Thank you for choosing to stay with us at . We are delighted to welcome you and hope you have a pleasant and comfortable stay.

Below are the details of your upcoming reservation:

- Room Type:
- Number of Guests:

Our check-in time is and check-out time is . If you require an early check-in or late check-out, please let us know in advance and we will do our best to accommodate your request.

Should you have any special requests or need assistance with transportation and local information, feel free to contact us prior to your arrival.

We look forward to welcoming you soon!

Best regards,

Reservations Team