**March 01st Aug 2015,**

**Dear Mr. Guest Name,**

We are going to change the hotels' operating system on this Sunday evening, 02nd August 2015 at 23:30 hrs .

Please be advised that there will be some delay in your 'Check-out' procedure and do request that you allow enough time to do this process.

We apologize for the inconvenience caused and thank you for your understanding. Please do not hesitate to contact me if you have any questions or concerns.

We wish you a continuous pleasant stay with us.

***Yours sincerely,***

**General Manager**

Ext : 445

Email: gm@yourhotel.com