|  |  |
| --- | --- |
| **Message For** | **( Guest name with salutation )** |
| **Room No** | **( Guest Room no )** |
| **Date** | **( Date of creation of message )** |
| **Time** | **( Time of creation of message )** |
| **Created By** | **User who created this message**  |
|  **Message** |
| [ place the message content here ] |