**Dear [Guest Name],**

**Room #123**

**Once again thank you for staying with us. We are actually a bit sad to let you go but believe that you will remember us and hopefully visit us again in the near future.**

**Meanwhile, we have prepared the statement regarding your charges to date up till (12 pm) for you to review in the privacy of your room / villa so you can enjoy the rest of your stay without having to worry about the bill of course.**

**It would be great if you could spare couple of minutes of your time in filling up our Guest Comment Form so we can further improve our services and facilities.**

**Best Regards,**

**Guest Service Team**

**Hotel Manager**

**T: +123 456 7890**

**E: admin@setupmyhotel.com**