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**Mr. (Guest Name )**

**Room No:**

Dear Mr. (Guest Name)

Greetings from (Mention your hotel Name) !

At the very outset, I would like to offer my sincere appreciation and gratitude for your support in making us your preferred choice in (Mention your city name).

May I take this opportunity to reassure you that the (Mention your hotel name) team will continue to not just provide the highest standards of service and comfort you have been so accustomed to, bur exceeding your expectations will be our constant mission.

Last but not least, while the entire (Mention your hotel name) team remains at your disposal for any assistance or service you may need, I could be directly reached on my cell phone in this endeavour.

Thanking you in anticipation of your patronage.

You’re Sincerely,

(GM Name)

General Manager

Mobile No: