**01/01/2012**(Mention Date)  
**#** ( Room Number )  
  
Dear Mr / Mrs ( Guest Name )  
  
A very warm welcome to (Mention your Hotel Name ) . It is indeed a pleasure to have you staying with us.   
  
The Management and staff are pleased to be your hosts. I look forward to demonstrating services and skills distinctive and special to (Mention your hotel name) , which is fully equipped with fine dining and business facilities to cater to our guests.

Our well trained staffs eagerly await to serve and provide you with a truly memorable stay at our hotel.  
  
Being a Executive floor guest entitles you to be recognized as our important guest and we want to ensure that the service you receive is as you deserve. Hence, should you require any assistance, please do not hesitate to ask, as it will always be a pleasure to be service to you.  
  
May I take this opportunity to thank you for having chosen ( Mention your Hotel Name ) for your current stay at ( Mention the city name ).   
  
Yours sincerely,   
  
General Manager