**Dear Valued Guest,**

Thank you for choosing [Mention your Hotel Name] as your accommodation provider during your stay in [Mention City Name]. As part of our continued commitment to enhance our property and service, we are currently in the process of renovation some of our guest rooms.

During renovation, work will commence from 0900 hrs to 1700 hrs daily. As a result, there will be some construction noise and we ask for your kind cooperation and apologize for any inconvenience caused.

[Mention Hotel Name] continually strives to be the best hotel in the city, and we appreciate your continued support during this time and through the renovation.

if you have any comments or concerns, please contact our Duty Manager by dialing extension number 88.

**Your Sincerely,**

**Hotel Management**

***Your Hotel Name [www.setupmyhotel.com]***

*Address, PO box*

*T +99-999-9999999*

*F +99-999-9999999*

*E: admin@setupmyhotel.com*

*W: www.setupmyhotel.com*