

Hotel Booking Follow-Up

Dear [Guest's Name],

We hope this message finds you well. We are writing to follow up on your recent booking at [Hotel Name] for your stay from [Check-in Date] to [Check-out Date].

We want to ensure that everything is in order for your upcoming visit. If you have any special requests or require assistance, please do not hesitate to reach out to us.

We look forward to welcoming you soon!

Warm regards,
[Your Name]
[Your Position]
[Hotel Name]
[Contact Information]