

# VIP Guest Arrival Notification

Dear [Name],

We are pleased to inform you that we have made all the necessary arrangements for your upcoming visit. Below are the details of your arrival:

## Arrival Details

- **Arrival Date:** [Date]
- **Arrival Time:** [Time]
- **Flight Number:** [Flight Number]
- **Airport:** [Airport Name]

## Transportation Arrangements

A luxury vehicle will be waiting to pick you up at the arrivals terminal. You will be greeted by our representative holding a sign with your name.

## Accommodation Details

Your stay has been booked at [Hotel Name], [Hotel Address]. Please find your reservation details below:

- **Check-in:** [Check-in Date]
- **Check-out:** [Check-out Date]
- **Room Type:** [Room Type]

If you have any special requests or need further assistance, please do not hesitate to contact us at [Contact Information].

We look forward to welcoming you soon!

Best regards,

[Your Name]

[Your Title]

[Your Company]