VIP Guest Check-In Itinerary

Dear [Guest Name],

We are delighted to welcome you as our VIP guest. Below is your check-in itinerary:

Itinerary Details

- **Check-In Date:** [Check-In Date]
- **Check-Out Date:** [Check-Out Date]
- **Room Type:** [Room Type]
- **Reservation Number:** [Reservation Number]

Special Arrangements

- Personalized welcome gift in your room.
- Priority check-in service upon arrival.
- Access to the VIP Lounge during your stay.

Contact Information

For any assistance, please contact our VIP services team at:

Phone: [Phone Number]
Email: [Email Address]

We look forward to providing you with an exceptional experience!

Best Regards,
[Your Hotel/Company Name]
[Your Position]