

Pre-Arrival Checklist for Visitors

Dear [Visitor's Name],

We are excited to welcome you to [Company/Organization Name] on [Arrival Date]. To ensure a smooth and enjoyable visit, please review the following checklist:

Pre-Arrival Checklist

- **Travel Arrangements:** Confirm travel tickets and itinerary.
- **Accommodation:** Ensure hotel reservations are confirmed.
- **Transportation:** Arrange for airport transfer or local transportation.
- **Documentation:** Bring necessary identification and documents.
- **COVID-19 Guidelines:** Check any health guidelines or requirements.
- **Itinerary:** Review the planned schedule and events.
- **Contact Information:** Have our contact number handy in case of queries.

If you have any questions or need assistance, please do not hesitate to reach out.

Looking forward to your visit!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]