

# Welcome to [Hotel Name]

Dear [Guest Name],

We are thrilled to welcome you and your pet to [Hotel Name]! To ensure a smooth check-in process, please review the following pet check-in procedures:

## Before Arrival

- Confirm your pet's stay when booking your room.
- Ensure your pet is up-to-date on vaccinations.
- Notify us about any special needs your pet may have.

## Check-In Procedures

1. Upon arrival, head to the front desk with your pet on a leash or in a carrier.
2. Present your pet's vaccination records to our staff.
3. Complete the pet policy agreement outlining our hotel rules for pet guests.

## During Your Stay

Please remember to keep your pet on a leash in common areas and clean up after them. Additionally, please do not leave your pet unattended in the room for extended periods.

## Check-Out

We kindly ask that you check out at the designated time and ensure your pet is with you.

If you have any questions, feel free to contact our front desk. We hope you both have a delightful stay!

Sincerely,  
[Hotel Name] Team