

# Guestroom Maintenance Notification

Date: [Insert Date]

Dear [Guest Name],

We hope you are enjoying your stay with us. We would like to inform you that our maintenance team will be performing necessary maintenance in your guestroom.

This maintenance is scheduled for [Insert Date and Time]. We apologize for any inconvenience this may cause and appreciate your understanding as we ensure your comfort and safety.

If you have any questions or concerns, please do not hesitate to contact the front desk at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

The [Hotel Name] Team