

Guestroom Upkeep Schedule Notification

Dear [Guest Name],

We hope you are enjoying your stay with us at [Hotel Name]. We would like to inform you about our upcoming guestroom upkeep schedule.

Your guestroom, [Room Number], is scheduled for maintenance on [Date] between [Start Time] and [End Time]. During this time, our housekeeping team will ensure that your room is thoroughly cleaned and maintained for your comfort.

If you have any special requests or if this schedule is inconvenient for you, please do not hesitate to contact the front desk at your earliest convenience.

Thank you for your understanding and cooperation.

Warm regards,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]