

Dear [Guest Name],

We are pleased to welcome you to [Hotel Name]. To enhance your stay, we offer various bed arrangement options for your suite. Below are the available configurations:

Bed Arrangement Options:

- **King Bed:** A spacious king-sized bed for ultimate comfort.
- **Two Queen Beds:** Perfect for families or friends traveling together.
- **Twin Beds:** Two separate twin beds for added flexibility.
- **Sofa Bed:** Additional seating that converts into a comfortable bed.

Please let us know your preferred option at your earliest convenience so we can prepare your suite accordingly.

Thank you for choosing [Hotel Name]. We look forward to hosting you!

Best Regards,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]