

Dear Community Leaders,

We are excited to announce that [Hotel Name] will be expanding its facilities to better serve our valued guests and the community. This expansion is set to begin on [Start Date] and aims to enhance the local economy and provide more job opportunities.

The planned expansion includes:

- New guest rooms
- Enhanced conference facilities
- A wellness center for all guests
- Improved dining options showcasing local cuisine

We believe this development will not only improve our services but also contribute positively to the community. We invite you to join us for a town hall meeting on [Date] at [Location] to share your thoughts and discuss how we can work together during this exciting time.

Thank you for your continued support.

Warm regards,

[Your Name]
[Your Position]
[Hotel Name]
[Contact Information]