

Dear [Guest's Name],

We hope this message finds you well! As your stay with us approaches, we would like to confirm your service preferences to ensure a comfortable and enjoyable experience.

Your Preferences:

- Check-in Time: [Preferred Check-in Time]
- Room Preferences: [Room Type/Location]
- Special Requests: [Any Special Requests]
- Dining Preferences: [Breakfast/Lunch/Dinner Options]
- Additional Services: [Spa, Tours, etc.]

If any of the above details need to be updated, please let us know by replying to this email or calling us at [Hotel Phone Number].

We look forward to welcoming you soon!

Best regards,
[Your Name]
[Hotel Name]
[Hotel Contact Information]