

Notice of Service Cessation

Date: [Insert Date]

Dear Valued Guests,

We regret to inform you that [Hotel Name] will be ceasing its operations effective [Cessation Date]. This decision was made after careful consideration and is aligned with our commitment to ensuring the highest standards of service.

We want to take this opportunity to thank you for your support and loyalty over the years. It has been our pleasure to serve you and we will miss you dearly.

For any inquiries regarding your existing reservations or further assistance, please contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Hotel Name]