

Welcome Letter to Our Foreign Guests

Dear [Guest's Name],

We are thrilled to welcome you to [Location/Organization Name]! To ensure your stay is comfortable and enjoyable, we have compiled some cultural guidelines for you to consider during your visit.

Cultural Guidelines

- **Greetings:** A firm handshake is a common greeting, and addressing people with their title followed by their last name is appreciated.
- **Dress Code:** Dress modestly and respectfully, especially when visiting religious sites. Casual attire is acceptable in most other situations.
- **Dining Etiquette:** Wait for the host to begin the meal. It is polite to try a little bit of every dish offered.
- **Communication:** Maintain a polite tone in conversations. Avoid discussing sensitive topics such as politics and religion unless you know the person well.
- **Respect for Traditions:** Participate respectfully in local customs and traditions, and always ask if you are unsure about something.

We hope these guidelines will enhance your experience. If you have any questions or need assistance, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Location/Organization Name]

[Contact Information]