

Room Upgrade Progress Notification

Dear [Guest Name],

We hope this message finds you well. We are reaching out to keep you updated on the progress of the room upgrade you inquired about.

As of today, we are pleased to inform you that:

- Renovation work is 75% complete.
- New furnishings are scheduled for installation by [date].
- The upgraded room is expected to be ready for your arrival on [date].

We appreciate your patience and understanding during this process. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing us for your stay!

Best regards,

[Your Name]

[Your Position]

[Hotel/Company Name]

[Contact Information]