

Welcome to [Hotel Name]

Dear [Guest Name],

We are thrilled to have you as our guest at [Hotel Name]. As part of our commitment to providing a luxurious experience, we are pleased to inform you of the exclusive perks available during your stay:

- **Complimentary Breakfast:** Enjoy a gourmet breakfast each morning at our renowned restaurant.
- **Welcome Drink:** Relax with a complimentary welcome drink upon your arrival.
- **Personal Concierge Service:** Our concierges are at your service to assist with your requests and recommendations.
- **Access to Spa and Wellness Center:** Indulge in our state-of-the-art spa facilities for ultimate relaxation.
- **Late Checkout:** Enjoy a leisurely departure with late checkout options.

We are dedicated to making your stay unparalleled and memorable. Should you have any special requests or inquiries, please do not hesitate to reach out to us.

We look forward to welcoming you soon!

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