

Welcome to [Hotel Name]

Dear [Guest Name],

We are excited to welcome you to [Hotel Name]! To ensure that your check-in process is as smooth and efficient as possible, we encourage you to use our online check-in feature. Please follow the steps outlined below:

Online Check-In Steps

1. Visit our website at [website URL].
2. Click on the "Online Check-In" option located in the top menu.
3. Enter your reservation details, including your confirmation number and last name.
4. Review and confirm your booking details.
5. Provide any necessary identification information and payment details if required.
6. Once completed, you will receive a confirmation email with your digital room key.

Additional Information

If you encounter any issues during the online check-in process, please do not hesitate to contact our front desk at [phone number].

Thank you for choosing [Hotel Name]. We look forward to making your stay memorable!

Best regards,
[Your Name]
[Your Position]
[Hotel Name]