

# Guest Check-In Process Overview

Dear [Guest Name],

We are excited to welcome you to [Hotel Name]! To ensure a smooth check-in experience, please review the following information regarding our check-in process:

## Check-In Time

Your check-in time is from [Check-In Start Time] to [Check-In End Time]. If you arrive before the designated time, we will do our best to accommodate you, but please note that your room may not be ready.

## Required Documents

Upon arrival, please present the following documents:

- Valid photo identification (e.g., passport, driver's license)
- Credit card used for the reservation
- Reservation confirmation number

## Check-In Process

1. Arrive at the reception desk and greet our staff.
2. Provide your documents for verification.
3. Complete the check-in form provided.
4. Receive your room key and any additional information regarding your stay.

## Contact Information

If you have any questions or need assistance prior to your arrival, please do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to welcoming you soon!

Sincerely,  
[Your Name]  
[Your Job Title]  
[Hotel Name]