

Suite Cancellation Terms

Dear [Guest Name],

Thank you for choosing [Hotel Name] for your upcoming stay. We strive to provide you with an exceptional experience. Below are our cancellation terms for your suite reservation:

Cancellation Policy

- Reservations must be cancelled at least [number] days prior to the arrival date to avoid a cancellation fee.
- If cancelled within [number] days of the arrival date, a cancellation fee of [amount] will be charged.
- No-shows will result in a charge for the full stay.

Changes to Reservation

If you need to make any changes to your reservation, please inform us at least [number] days in advance.

Contact Information

For any inquiries or assistance, please contact us at:

Email: [email address]

Phone: [phone number]

We look forward to welcoming you to [Hotel Name].

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