

Guest Resolution Confirmation

Date: [Insert Date]

Guest Name: [Insert Guest Name]

Reservation Number: [Insert Reservation Number]

Dear [Insert Guest Name],

We are writing to confirm the resolution regarding your recent concern during your stay with us. We appreciate your feedback and have taken the necessary steps to address the issue.

Issue Reported: [Briefly describe the issue]

Resolution Provided: [Briefly describe the resolution]

We value your patronage and are committed to ensuring a pleasant experience for all our guests. Should you have any further questions or require additional assistance, please do not hesitate to contact us.

Thank you for your understanding and we look forward to welcoming you back in the future.

Sincerely,

[Your Name]

[Your Title]

[Hotel/Company Name]

[Contact Information]