

Letter for preliminary bookings or upcoming arrivals

Subject: Your Upcoming Stay at [Guest House Name]

Dear [Guest Name],

We look forward to welcoming you to [Guest House Name] on [Arrival Date]. This letter confirms your booking and provides a preview of our amenities and services.

Please find attached our guide for check-in procedures, meal options, and recreational activities. Do not hesitate to contact us for any special requirements.

We are eager to ensure a memorable and comfortable stay.

Sincerely,

[Sender Name]

[Position]

[Guest House Name]

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