

Temporary Closure Formal Notification

Dear Valued Guests,

We are writing to inform you of temporary closure at [Hotel Name] for comprehensive renovation and modernization scheduled from [start date] to [end date].

This exciting renovation project will enhance our facilities with upgraded rooms, a completely redesigned lobby, state-of-the-art fitness center, and improved dining options. These improvements reflect our commitment to providing you with the finest hospitality experience.

During this closure period, we have arranged partnerships with neighboring hotels to accommodate any existing reservations. Our reservations team will contact you directly to discuss alternative arrangements and ensure minimal disruption to your travel plans.

For reservations made during the closure period, we will honor the same rates at our partner properties, and upon reopening, we're pleased to offer all affected guests a 25% discount on their next stay with us, valid for one year.

Construction will begin immediately following our closure date, and we anticipate reopening on schedule. We will keep you updated on our progress through our website and direct communications.

We sincerely apologize for any inconvenience this may cause and appreciate your patience as we work to improve your future experiences with us.

Respectfully,

[Name]

General Manager

[Hotel Name]

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