

Casual welcome for long-term guests

Hi [Guest Name],

Welcome to what we hope will be your home away from home at [Hotel Name]!

Since you'll be staying with us for an extended period, we've arranged some additional services to make your stay more comfortable. Your room includes kitchenette facilities, weekly housekeeping service, and complimentary laundry access twice per week.

Our extended stay coordinator, [Name], will check in with you weekly to ensure everything meets your needs. Feel free to reach out if you'd like to adjust any services or have suggestions for improvements.

We're looking forward to hosting you and making your extended stay as comfortable as possible.

Best,

[General Manager Name]

General Manager

[Hotel Name]

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