

Professional welcome for group bookings

Subject: Welcome to [Hotel Name] - [Group/Event Name]

Dear [Group Leader/Guest Name],

On behalf of [Hotel Name], I extend a warm welcome to all members of [Group/Organization Name].

Your group coordinator, [Name], has ensured all your meeting rooms are prepared with the requested audio-visual equipment and catering arrangements. Our business center is available 24/7 for any last-minute printing or coordination needs.

For group dining, we have reserved sections in our restaurant and can accommodate special dietary requirements with advance notice. Transportation arrangements can be coordinated through our concierge desk.

We appreciate your choice of [Hotel Name] for your event and are committed to making it a complete success.

Professional regards,

[General Manager Name]

General Manager

[Hotel Name]

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