Welcome letter

Date: 10 May 2018

**Dear Mr. [Guest Name]**

**Welcome from Hotel – Mahotels**

It is our pleasure to have you here with us, As we want to ensure that you will have a pleasant and comfortable stay, We have provided that you may enjoy including restaurant and recreation facilities.

In the meantime, I would like to highlight some useful details for your convenience.

* Breakfast would be served at ‘Moons Café’ from 0700hrs to 1030hrs.
* Recreational facilities such as fitness center, steam, Jacuzzi and sauna are available at the 25th Floor. Its open from 0700 hrs to 1900 hrs.
* The apartment provide with fully equipped kitchen. For your easy reference, we have provided manual for detailed instructions for operating kitchen equipment and utensils.
* Laundry services are available however should you wish to send your laundry, kindly inform reception team.
* You are entitled to one parking space for your car during your stay.
* Enjoy high speed wireless internet access in every room FREE of charge.

We wish you a memorable stay with us and should you need any assistance, please contact our reception team around the clock or dial extension 99.

**MAHotels**

**Resident Manager**