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Sample Welcome Letter

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Dubai, October 1, 2012

Dear Mr.

We are delighted to welcome you to the Hotel XYZ Dubai and hope you will have an enjoyable stay with us.

During your time with us, we will endeavor to assist you in enjoying as much of the hotel and city as possible and provide you with the highest standards of service and hospitality befitting your patronage.

A wide range of Restaurants and Bars as well as recreation and entertainment facilities are at your disposal. For further information on activities and services available, please contact our reception in the main lobby or any of the managers on duty. They will surely be happy to assist you in order to enhance your stay here.

Should you require anything further that would add to your enjoyment and comfort whilst being in our care, please do not hesitate to let us know.

Yours sincerely

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General Manager