



RESOURCE LIBRARY – GUEST RELATIONS
Sample Welcome Letter – Return Guests

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Dubai, October 1, 2012

Dear

We are delighted to welcome you back to the Hotel XYX Dubai and hope you will once again enjoy your stay at our hotel.

We are as happy as always to have you again with us and hope your holiday or business trip will provide you with additional memories of our Hotel, of Dubai and this wonderful part of the Middle East.

We will endeavor to assist you in enjoying as much of your visit and the beauty of Dubai as possible and provide you with a consistent standard of service and hospitality, befitting your continued patronage.

As you already know, a variety of Restaurants, Bars, Recreation and Entertainment facilities are available to you. For further information, please do not hesitate to contact our Front Office staff at the reception or any manager on duty.

We trust that you will find everything to your expectation and please do not hesitate to let us know if you require anything further which would add to your enjoyment and comfort while staying with us.

Yours sincerely,

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General Manager