



**RESOURCE LIBRARY – GUEST RELATIONS**  
**Sample Letter – Power Cut**

*CODE:* 03.07.020

*EDITION:* 1

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*Dear guest,*

*Due to urgent maintenance work, the electricity will be cut off on Friday November 21<sup>st</sup>, 2015 from 06:00 hrs till 10:00 hrs.*

*Please accept our apologies for any inconvenience this may cause. Kindly contact Guest Relations should you require our assistance during this period.*

*Thank you for your kind understanding.*

.....  
*Rooms Division Manager*