



**RESOURCE LIBRARY – GUEST RELATIONS**  
**Sample Letter – Unattended Valuables**

*CODE:* 03.07.021

*EDITION:* 1

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Dear

While cleaning your room, it was noticed that you left valuables outside your safe deposit box. In the interest of your well being, may we recommend you secure your possessions in your safe as any items left unattended cannot be warranted by the resort.

**Please note that the hotel takes no responsibility against any items left outside the safe or if the safe is not securely closed.**

Wishing you an enjoyable, safe, stay.

.....  
*Rooms Division Manager*