



RESOURCE LIBRARY – GUEST RELATIONS
Sample Letter – Alarm Bell Test

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Dear Guest,

In our continues effort to provide a safe living environment we will be carrying out a routine **Fire Alarm Bell Test** in the hotel tomorrow,

Monday January 16, 2016 as of 12 p.m.

Please do not be alarmed by bells ringing extensively as we are confirming that all systems of the hotel are functioning properly.

We sincerely apologize for any inconvenience or discomfort this may cause and thank you for your kind cooperation. In the meantime, should you require any assistance, please contact our Guest Relations Officer at ext. 616 / 617

Wishing you a pleasant stay,

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Rooms Division Manager