



RESOURCE LIBRARY – GUEST RELATIONS
Sample Letter – Earth Hour

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Dear Guest,

We hope that you are enjoying your stay with us.

The **Global Earth Hour** is a worldwide initiative that seeks to reduce the expenditure of our natural resources. The date and time for this initiative have been predetermined as **March 27th, 2010 from 8:30 pm – 9:30 pm** local time.

I am delighted to advise that our Hotels in the Middle East & Africa announced today its full support of the Global Earth Hour initiative and its commitment to the environment.

Our Hotel Resort will participate in the initiative by hosting candlelit dinners in all our main outlets. This will include – Le Jardin, Palm Court and the Bar Brasserie.

Whilst the Global Earth Hour is only for one hour, we would appreciate your personal support of this initiative in ensuring that all guest room lights are switched off and non-essential usage of power outlets are not in use.

We look forward to welcoming you in our outlets and hope that our actions in some way contribute to the success of this Global initiative.

Sincerely yours,

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Rooms Division Manager