



RESOURCE LIBRARY – GUEST RELATIONS
Sample Letter – For Insurance Purposes

CODE: 03.07.026

EDITION: 1

PAGE 1 OF 1

<<DATE>>

To whom this may concern,

Mrs. <<GUESTNAME>>, who was a guest in our hotel from 05/06/17 till 19/06/17, came to the Front Desk on 18/06/17 and reported that the following item went missing:

- Gold chain with pearl and diamond pendant

Due to lack in time, no visit could be made to the local police station which is at a 2 hour drive from the hotel.

.....

For insurance purpose only

.....

Director Operations