

# HOTEL WELCOME LETTER

Guest Name: \_\_\_\_\_

Reservation Number: \_\_\_\_\_

Room Number: \_\_\_\_\_

Check-in Date: \_\_\_\_\_

Check-out Date: \_\_\_\_\_

**Dear Guest,**

Welcome to our hotel. We are honored to have you as our guest and are committed to making your stay comfortable, safe, and enjoyable. Please review the following information regarding your stay and hotel policies.

## **Hotel Information and Services:**

Our front desk is available 24 hours a day to assist you with any needs. Complimentary Wi-Fi is accessible throughout the hotel. Please refer to the in-room directory for dining options, spa services, and recreational activities. Emergency exits are clearly marked on each floor. Housekeeping services are provided daily; please let us know if you require additional assistance.

## **Guest Responsibilities:**

Guests are expected to respect hotel property and other guests. Smoking is strictly prohibited in all indoor areas. Any damages caused by guests will be charged to the guest's account. Please secure your valuables; the hotel is not responsible for lost or stolen items. Quiet hours are observed from 10 PM to 7 AM.

## **Payment and Cancellation Policies:**

All charges must be settled upon check-out. Accepted forms of payment include major credit cards, debit cards, and cash. Cancellations must be made at least 48 hours prior to the scheduled arrival to avoid penalty charges. No-shows or late cancellations may result in forfeiture of the deposit or full room charge, as per the terms agreed upon at booking.

## **Liability and Indemnification:**

The Hotel shall not be liable for any loss, damage, or injury to persons or property except such as caused by the Hotel's negligence. Guests agree to indemnify and hold harmless the Hotel and its employees from any claims, liabilities, losses, and expenses arising out of the guest's stay, including but not limited to property damage and personal injury.

## **Privacy and Data Protection:**

The Hotel collects and processes personal data of guests solely for purposes related to the booking and stay, in compliance with applicable United States laws. Guest information is handled confidentially and is not shared with third

parties except as necessary to provide services or as required by law.

**Governing Law and Jurisdiction:**

This Welcome Letter and any services provided hereunder shall be governed by the laws of the State of \_\_\_\_\_.  
Any disputes arising herefrom shall be subject to the exclusive jurisdiction of the courts located within \_\_\_\_\_  
County, \_\_\_\_\_.

**Acknowledgment:**

By staying at our hotel, guests acknowledge having read, understood, and agreed to the terms and conditions outlined in this Welcome Letter. We look forward to providing you with an exceptional stay.

**HOTEL REPRESENTATIVE SIGNATURE**

**GUEST SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Original source of this document:

<https://letterdocs-us.com/hotel-welcome-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.