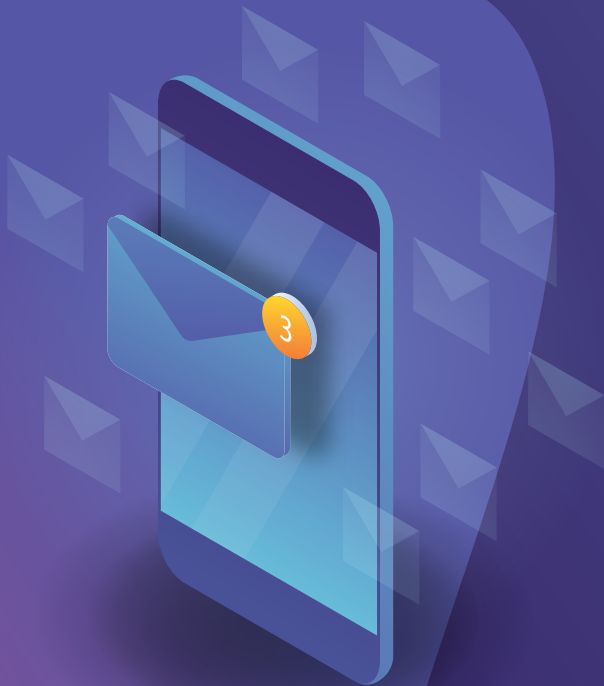


# 5 Hotel Email Templates That Impress!

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# Responding to a Cold Email from a Prospective Guest

## Subject:

**Your Upcoming Stay at [Hotel Name] – Making Every Moment Memorable**

Dear [Guest Name],

Thank you for considering [Hotel Name] for your upcoming visit. We are thrilled to welcome you and ensure a stay that's as seamless and memorable as possible. From stunning views to delicious dining, We've got you covered. We want to show you what hospitality is all about.

For your convenience, I have included information on our rooms and amenities and a link to our digital brochure [insert link here]. I would be happy to help with any special requests or arrangements to ensure your stay is exactly as you envision it.

Please do not hesitate to reach out if you have any questions or if there's anything specific you would like to know more about. We're here to help you and look forward to hosting you.

Warm regards,

[Your Name]  
[Your Position]  
[Hotel Name]

[Contact Information]



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# Pre-Arrival Email

## Subject:

**Preparing for Your Upcoming Stay at [Hotel Name]**

Dear [Guest Name],

We eagerly await your arrival at [Hotel Name] on [Check-In Date]. This email contains important details to ensure a smooth start to your visit.

Your Booking Details:

Confirmation Number: [Number]

Check-In Time: [Time]

Upon Arrival:

Please present an ID and your confirmation number at the front desk. Our amenities, including [List Amenities], await you.

If you have any special requests or need more help, please contact us at [Contact Information].

Warm regards,

[Your Name]

[Your Job Title]

[Hotel Name]

[Contact Information]



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# Post-Check-In Email

## Subject:

Welcome to [Hotel Name], [Guest Name]!

Dear [Guest Name],

Welcome! We hope you are comfortably settled into your room. At [Hotel Name], we strive to ensure that every aspect of your stay is perfect. Do not hesitate to reach out if you need anything to make your stay more enjoyable.

Explore Our Amenities:

Enjoy [Special Offer/Amenity Highlight]. Available until [Date].

We're here to help you out 24/7. Enjoy your stay!

Best wishes,

[Your Name]  
[Your Job Title]  
[Hotel Name]

[Contact Information]



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# Post-Stay Thank You Email

## Subject:

**Thank You for Staying with Us, [Guest Name]**

Dear [Guest Name],

It was our pleasure to have you at [Hotel Name]. We hope your stay was as enjoyable and comfortable as planned.

Your feedback is invaluable to us. Please take a few moments to share your experience: [Feedback Link].

Plan Your Next Visit:

Book directly and save [X%] on your next stay. Promo code: [Code].

Thank you again for choosing [Hotel Name]. We look forward to welcoming you back soon.

Best regards,

[Your Name]  
[Your Job Title]  
[Hotel Name]

[Contact Information]



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# Request for Online Review Template

## Subject:

Help Others Discover [Hotel Name], Share Your Experience

Dear [Guest Name],

We were thrilled to hear how much you enjoyed your stay with us at [Hotel Name]. Thank you for sharing your kind words with our team. It means the world to us!

Please share your experience on our Google Business listing and your preferred booking website, or send us a testimonial for our website. Your feedback helps us and assists future guests in making their travel decisions.

Leave a Review:

[Google Business Listing Link]  
[Booking Website Link]

To send a testimonial directly, please reply to this email.

Again, Thank you for choosing [Hotel Name] and for your willingness to share your experience. We look forward to the chance to welcome you back in the future.

Warmest regards,

[Your Name]  
[Your Job Title]  
[Hotel Name]

[Contact Information]



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