

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Guest's Name]  
[Guest's Address]  
[City, State, Zip Code]

Dear [Guest's Name],

Thank you for choosing to stay with us at [Hotel/Property Name]. We hope you had a pleasant experience during your visit from [Check-in Date] to [Check-out Date].

We value your feedback and would love to hear your thoughts on your stay. Please take a moment to share your experience or any suggestions you may have to help us improve our services.

As a token of our appreciation, we are pleased to offer you [mention any special offer, discount, or upcoming events]. We hope to welcome you back in the near future!

Thank you once again for your patronage.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Hotel/Property Name]