

[Your Name]
[Your Position]
JW Hotel
[Hotel 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 at JW Hotel. We hope you had a pleasant and memorable experience during your visit.

As part of our commitment to providing exceptional service and continually improving our guest experience, we would greatly appreciate your feedback regarding your recent stay. Your thoughts and insights are invaluable to us.

Please take a few moments to complete our online feedback survey by following this link: [Insert Survey Link]. Alternatively, you can reply directly to this email with any comments or suggestions.

Thank you once again for your patronage. We look forward to welcoming you back to JW Hotel in the future.

Warm regards,

[Your Name]
[Your Position]
JW Hotel