

[Your Name]  
[Your Position]  
JW Hotel  
[Hotel Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Guest Name]  
[Guest Address]  
[City, State, Zip Code]

Dear [Guest Name],

Thank you for choosing JW Hotel for your recent stay. We truly appreciate your patronage and value your feedback.

We hope you enjoyed your time with us and would love to hear about your experience. Your thoughts and suggestions help us to continually improve our services and offerings.

Please take a moment to complete our feedback survey or reply to this letter with any comments you may have. We are especially interested in hearing about [specific aspects, e.g., room cleanliness, staff service, amenities, etc.].

As a token of our appreciation, we would like to offer you [a complimentary service, discount on future stays, etc.].

Thank you once again for your feedback. We look forward to welcoming you back to JW Hotel soon.

Warm regards,

[Your Name]  
[Your Position]  
JW Hotel