

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Note

Dear _____ (Name of the Recipient)

I am writing this letter to thank you for your services in Room ____ of the hotel. I have been staying in the room for 3 days and I appreciate you for maintaining and cleaning the room properly. You may think that nobody notices your work but that is not true. I had a wonderful time during my stay and enjoyed being there as I knew that everything would be clean and orderly.

I appreciate the staff for their services and contribution in maintaining the room. As a token of appreciation, I am leaving a tip of ____ along with this letter. Please accept this tip. Thank you, once again for your services.

Sincerely,

(Signature)

Sender's Full Name

