Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For Making Me Feel Welcome

Dear \_\_\_\_\_\_ (Name of the Recipient)

I hope this letter finds you well. Thank you for making me feel welcome at the \_\_\_\_\_ Hotel. I enjoyed my stay at the hotel thoroughly. The warm welcome I received at the hotel is worth appreciation. I appreciate your efforts at making me feel comfortable during the stay and providing me with all the necessary things. I am glad I chose your hotel for my stay in Dubai for a week.

As my tour is coming to an end and I am checking out, I want to let you know that your services are excellent and deserve appreciation. The staff at the hotel is friendly and helpful. I will be staying at the \_\_\_\_ Hotel for my next tour in November also. I will also recommend your hotel to my friends and colleagues who are hoping to travel to Dubai in the future.

Thanks, once again, for making me feel welcome and comfortable.

Sincerely,

(Signature)

Sender’s Full Name