

Date

Guest Name,

Room Type & #

Thank you very much for your patronage of **Hotel Name**. We trust you have enjoyed a pleasant and comfortable stay with us. In order to learn from experiences of our guests, we would greatly appreciate your feedback by completing the enclosed questionnaire "**We Care**". Kindly leave it with our guest service agent upon your departure.

In order to have a proper arrangement, may we know at what time you are planning to depart from the resort and should you have any further query or request, kindly contact any of guest service agent, we will be pleased to assist in any way we can.

Last but not least, we wish you a safe and comfortable journey and sincerely hope to be able to welcome you again to "**Hotel Name**" in the near future.

Sincerely yours,

Name

General Manager