Hotel Name **No.XXXXX**

GM – REDUCTION

Name:	
Arrival: Departure:	○ SGL ○ DBL/TWN ○ TRP

○ Complimentary Room	○ Discount Room……
○ Complimentary Breakfast	○ Discount F&B……..
○ Upgrade to……	○ Special Rate Bht……..
○ All Complimentary	○ House Use

Reason:……
……
…….

Prepared By:…… Approved By:……
…../…../…... …../…../…..