
To	guest@gmail.com
Subject	Your Check-In Details for [Hotel Name]

Dear [Guest's Name],

We're excitedly preparing for your arrival at [Hotel Name]. To ensure a smooth check-in experience, here are some details:

- Check-In Date & Time: [Date and Time]
- Check-Out Date & Time: [Date and Time]
- Your Room Type: [Room Type]
- Your Room Number: [Room Number]

Please have your identification and booking confirmation handy to expedite your check-in process.

We look forward to your arrival!

Best Wishes,

[Your Name]

[Your Position]
