*Dear {Guest Name},*

*On behalf of the {Hotel Name}, we are pleased to welcome you as a guest of Preferred Hotels I PREFER HOTEL REWARDS PROGRAM.*

*As a benefit of your SILVER STATUS, during your stay you will receive the following complimentary benefits, courtesy of I PREFER HOTEL REWARDS:*

* *Priority early check-in and late check-out when available*
* *Room upgrade upon arrival, when available. \*Certain room categories may not be eligible for upgrades.*
* *In-room Wi-Fi*

*Please contact us at extension {insert extension} if we can be of additional assistance.*

*Once again, thank you for choosing {Hotel Name} and please enjoy your stay.*

*Sincerely,*

*{Front Office Manager or General Manager Name}*

*{Front Office Manager or General Manager Title}*