



.....Where Service is the Cheerful Giving of Attention.....

Mr. _____,

On Behalf of the staff and management of Quality Inn & Suites, I would like to take this opportunity to offer a sincere “WELCOME” and to “THANK YOU” for being a Choice Privilege _____ Member.

Please know that the entire staff is committed to serving you with a “Style of Excellence”. We would like you to know that we are here to offer assistance, answers your questions, and to make your stay here a memorable one.

We would like to inform you of these special services and amenities that are available to you:

- * Complimentary Wired & Wireless Internet Access
- * Relax or work in our Business Center, located in the Lobby where an Internet accessible computer and printer is available for your use.
- * 24-Hour Fax and Copy Service at the Front Desk
- * A Deluxe Complimentary Breakfast is served between 6:00 a.m. to 9:00 a.m. (Monday-Friday) and 7:00 a.m. to 10:00 a.m. (Saturday-Sunday)

If we have not met your every expectation, please call the front desk to address your concerns immediately. Our goal is to have every guest leave as a satisfied guest.

The Weather in the Indianapolis, Indiana Area for today will be ___ with a High of ___ and a Low ___ while tomorrow the forecast calls for _____ with a High of _____ and a Low of _____.

Once Again Welcome!

Sincerely,

GM Name
General Manager