**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Hotel Introduction**

Dear [NAME],

I would like to introduce our hotel business to you as per your email inquiring a few details on the business. Recently, tourism caught serious concerns, and a decline in the business has been seen because of the sheer economic shortfall in the tourism industry that caused several small and big businesses to shut down.

I am thankful to my team who took initiative and established the hotel business by promoting it from a three-star business to a five-star business. We have been working in this field since 20XX and there have always been such situations that taught us to handle the shortfalls and state of lockdown.

We have installed all the safety protocols including high security, automatic sanitization, rapid cleaning system, and CCTV control. We also provide high-profiled rooms in all the levels without having any discriminatory levels. All the rooms have automatic heating and cooling system. Our hotel staff is competent and skillful as they are adroit and equally professional in their specific task accomplishment and management.

We have staff from multiple backgrounds which makes communication easier for our customers and helps them keep at home. We also have proficient cooks who make delicious and amazing meals with a large variety of dishes that welcome tours from different backgrounds.

We invite you to visit our hotel along with your executive members. We also expect to work with you to grow an organic business with your travel agency which will provide us a chance to get diverse experiences and expand our horizon of work. We shall provide special offers for the customers coming from your travel agency on your kind recommendation.

I thank you for reading this introduction letter. In case of any queries, do not hesitate to email us at [EMAIL] or call our Client Coordinating Officer (CCO) at [PHONE]. We will be glad to have you on a visit to [HOTEL NAME]. Thank you.

Best Regards  
[HOTEL]