

HOTEL WALK LETTER

Hotel Name: _____ Location: _____

Guest Information:

Full Name: _____

Reservation Number: _____

Room Number: _____ Check-In Date: _____

Check-Out Date: _____ Number of Nights: _____

Inspection Summary:

This Hotel Walk Letter documents the condition of the guest's room and hotel facilities as observed during the walk-through inspection conducted by the guest and/or hotel representative. The purpose of this document is to confirm the state of the room and resolve any concerns prior to check-out. All observations below are acknowledged by both parties.

Room Condition:

1. Cleanliness: _____
2. Furnishings and Fixtures: _____
3. Plumbing and Electrical: _____
4. Appliances and Equipment: _____
5. Damage or Defects Noted: _____
6. Other Comments: _____

Hotel Facilities Inspection:

The following hotel facilities were inspected and found to be in good working order except as noted:

- Lobby and Reception Area
- Hallways and Elevators
- Fitness Center
- Pool and Spa
- Dining Areas
- Parking Facilities

Comments: _____

Agreement and Acknowledgments:

By signing below, the Guest acknowledges that the information recorded in this Hotel Walk Letter accurately reflects the condition of the room and hotel facilities as of the time of inspection. The Hotel agrees that any damage or discrepancies noted herein shall be addressed promptly according to hotel policies and applicable laws. This document is intended to assist in avoiding disputes and to facilitate a smooth check-out process.

Signatures:

Guest Signature

Hotel Representative Signature

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