

| Guest Mail Log             |                           |                          |  |                                   |
|----------------------------|---------------------------|--------------------------|--|-----------------------------------|
| Date Received <sup>1</sup> | Addressed To <sup>2</sup> | Mail Format <sup>3</sup> | Addressee's Signature for Receipt <sup>4</sup> | Identity Verified By <sup>5</sup> |
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1 Date Received: the date mail is delivered to the hotel  
2 Addressed to: Guest Name the letter is addressed to  
3 Mail Format: Envelope or box and sizes

4 ONLY the address of the envelope can receive the mail and sign for it.  
5 Hotel Staff ONLY can verify the ID of the recipients.  
**NOTICE: Mails not picked up in 2 weeks will be sent back to sender.**