

Kepada Yth Ms.Novi

Mohon lembar guarantee letter ini di copy diatas kertas surat perusahaan anda dan ditanda tangani dengan cap stempel perusahaan anda.  
Sebagai bukti konfirmasi dari Guarantee letter ini, mohon surat ini dikirim kembali ke sales2@novotelsemarang.com sebelum tamu yang bersangkutan check in di hotel. Atas kerjasamanya terima kasih

---

To : Novotel Semarang  
Attention : Reservation Department  
Cc : Front Office / Accounting / Sales  
Fax : (024) 3584257

**GUARANTEE LETTER**

I am writing to you further to our room room's reservation for our guest/ client who will stay at your hotel with details as follow:

**Guest Name** : Mr. Shun Ogawa  
**Room Type** : 1 Standard Double Bed Room  
**Check in date** : 28 March 2023  
**Check out date** : 29 March 2023  
**Room Rate** : IDR 762.300 nett/room/night for Standard Room  
**Payment** : Room and Breakfast will be settle by Personal Account  
**Instruction**

**NOTE:**

Room rate is including buffet breakfast for 2 (two) person and include 21% prevailing government tax and service charge.

The payment will be settled not later than 14 days after we receive the invoice from Novotel Semarang. Please send the invoice to the following address:

**Company** : PT Semarang Autocomp Manufacturing  
**Address** : Jl.Jepara – Kudus km 28 Desa Sengonbugel RT.03 RW.04 Mayong Jepara  
**Attention** : Ms.Novi (0291 751 2102)

Thank you for your cooperation

Best Regards,



**Ms.Novi**