



Email Template for Hotel

Reference:

Hotel Reservation Name:

Hotel Reservation Number:

Check-in Date:

Check-out Date:

I'm planning to rent/have rented (number of bikes) Sports Bikes from Globalwheels Japan (www.globalwheels-japan.com) and use the Globalwheels Delivery and Collection Service to have the bikes delivered or collected. The bikes may be delivered or collected using a courier service (Sagawa or Seino).

In the case when a courier is used, I kindly ask for your assistance with:

-Receiving and storing the oversized bike box (W1150mm x D300mm x H840mm) usually on the day prior to my check-in.

-Assisting with the return of the bike or empty box by contacting the courier directly to schedule collection.

Globalwheels have asked me to forward you this email template to confirm your assistance. Please confirm or if you have any questions then please feel free to contact Globalwheels at hello@globalwheels-japan.com

With thanks
(Name)