**How to use the welcome letter template**

The welcome letter is to be printed with two pages on the same side and then folded. It consists of:

* Front cover (the letter)
* Back cover (kind reminders)
* Inside left page (amenities & services)
* Inside right page (WiFi, guided tours, and furniture)

You can insert the city name, hotel name, service phone number etc. in the template and make it your own.

**City names in Chinese:**

* Copenhagen 哥本哈根
* Gothenburg 哥德堡
* Helsingborg 赫尔辛堡
* Helsingør 赫尔辛格
* Helsinki 赫尔辛基
* Malmö 马尔默
* Kristiansand 克里斯蒂安桑
* Odense 欧登塞
* Oslo 奥斯陆
* Stockholm 斯德哥尔摩

**Titles in Chinese:**

* General Manager 总经理
* Deputy General Manager 副总经理
* Chief Concierge 礼宾部经理
* Public Relation Manager 公关经理

**Hotel names in Chinese:**

* Bella Sky 贝拉天空
* Best Western 最佳西方
* Clarion 号角
* Comfort 凯富
* Comwell 克伦威尔
* Crowne Plaza 皇冠假日
* D'Angleterre 安格丽特
* Elite 精英
* Grand Hyatt 君悦
* Hilton 希尔顿
* Holiday Inn 假日
* Hyatt 凯悦
* Intercontinental 洲际
* Marriot 万豪
* Park Hyatt 柏悦
* Radisson 丽笙
* Renaissance 万丽
* Scandic 斯堪迪克
* Sheraton 喜来登
* The Peninsula 半岛
* Westin 威斯汀

If you need other city names, titles or hotel names in Chinese, you can try Baidu Translate <http://translate.baidu.com> or Google Translate [https://translate.google.com](https://translate.google.com/).

Please note, that there may be different translations if the hotel does not have a confirmed official Chinese translation, especially for smaller hotels. For hotel groups, names may differ among specific hotels.

**Information for Chinese social media:**

Weibo 微博 / WeChat 微信

Copenhagen as an example:

*For more travel information about Copenhagen, go to www.visitcopenhagen.com or follow Facebook account: VisitCopenhagen and Instagram account: @VisitCopenhagen.*

*如您需要更多哥本哈根旅游信息，请访问www.visitcopenhagen.cn，您也可以关注哥本哈根旅游局（微博）以及哥本哈根旅游（微信公众号）。*

If you have questions about how to add or delete social media accounts in the Chinese text, please feel free to contact Yao Zhang on [yzh@woco.dk](mailto:yzh@woco.dk)