

Letter Templates

BookingCenter offers a selection of pre-designed Letter Templates which can be used "as-is" or further customized to fit your needs. These templates are available to you at any time and can be easily imported to your in MyPMS.

Please let us know if you would like to use any of the Letter Templates by submitting a support ticket, with the name of the Letter, at <https://support.bookingcenter.com/>

To see our selection of Letter Templates and a "real-time" example of how they look in Email and Print in MyPMS, follow these steps.

Login to our '[instant demo](#)' and view the 'sample' Letters we provide and can add to your property. After that has been done, login and follow these instructions:

1. Go to the Arrivals and/or In House tabs (at top of the screen) and open any Booking.
2. Go to the Letters Tab in the Booking.
3. In the "Select Letter" drop-down list choose a Letter and click Email and/or Print Letter.
4. If you see a Letter Template you would like to use, copy the name of the Letter and include it in the support ticket.

Any of the Letter Templates can be further customized with text and images and Merge fields To see examples of how Merge Fields are used in Letters, To see how we use the merge fields in these Letters.see [Merge Field Examples](#)

To learn more about creating Letters, see [Letters](#)

Remember, any of these Letters can be *automatically* sent to guests before or after arrival by using [Auto Letters](#)

Letters Setup

Parameters Tab