

Send a Letter to a Guest

To Email or Print a Letter for a Guest.

1. Open the Booking Details of the Guest and click on the Letters Tab.
2. Choose the Letter from the drop-down menu. (See [Add or Edit Letters](#))
3. Click Send Email or Generate Print Document
 - *Send Email:* A new email window will open with the Letter in the body of the email. The From:, To:, and CC: fields will be pre-populated by the email addresses you entered in **SETUP | SETTINGS | SITE DETAILS**. [See Site Details](#). These can be changed or deleted manually before you send the email. To test a letter, simply delete the guest name and enter your email address and confirm receipt. If the SMTP server we use for sending emails cannot send the email, it will notify you of such after clicking EMAIL.
 - *Generate Print Document:* A new browser window will open with a print button at the top. Click print.