

# Guest Messaging Template Pack

Save 10+ hours per week with these proven Airbnb guest communication templates. Just copy, paste, and automate!

## 1. Booking Confirmation Message

*When: Immediately after a guest books*

*Purpose: Set the tone, confirm details, and reassure the guest*

Subject: Booking Confirmed - We're Excited to Host You!

Hi {{guest\_first\_name}},

Thanks so much for booking your stay with us! We're excited to host you. Your check-in is on {{check\_in\_date}} at {{check\_in\_time}}.

Over the next few days, I'll send you all the details you need for a smooth and comfortable arrival.

If you have any questions in the meantime, just reply here - we're always happy to help!

Cheers,

{{host\_name}}

## 2. Pre Check-In Message

*When: 24-48 Hours Before Arrival*

*Purpose: Provide access details and build anticipation*

Subject: Your Stay is Almost Here - Check-In Details Inside

Hey {{guest\_first\_name}},

Just a quick note to help you prepare for your arrival tomorrow!

Check-in Time: {{check\_in\_time}}

Address: {{property\_address}}

Entry Code: {{entry\_code}}

Parking Info: {{parking\_instructions}}

Let me know once you've arrived safely. Wishing you smooth travels and a wonderful stay!

Best,

{{host\_name}}

### **3. Mid-Stay Check-In**

*When: Halfway through the stay*

*Purpose: Offer support, gather feedback early*

Subject: Hope You're Enjoying Your Stay!

Hi {{guest\_first\_name}},

Just checking in to see how everything's going with your stay. Is everything comfortable so far?

If there's anything you need - fresh towels, local tips, or help with anything - just send a quick message.

Thanks again for staying with us!

Cheers,

{{host\_name}}

### **4. Pre Check-Out Message**

*When: Night Before Departure*

*Purpose: Remind guests of check-out time and reduce friction*

Subject: Check-Out Info for Tomorrow

Hey {{guest\_first\_name}},

Just a quick reminder that check-out is tomorrow by {{check\_out\_time}}.

You don't need to do much - just:

- Lock the door behind you
- Leave used towels in the bathroom
- Send us a quick message when you've checked out

Hope you've had a relaxing stay! Safe travels, and thanks again for choosing our place.

Warmly,

{{host\_name}}

## 5. Post-Stay Thank You + Review Request

*When: After checkout*

*Purpose: Express gratitude and encourage 5-star reviews*

Subject: Thanks So Much for Staying With Us!

Hi {{guest\_first\_name}},

It was a pleasure hosting you! We hope your trip was smooth and your stay was relaxing.

If you enjoyed your experience, we'd truly appreciate a quick review - it really helps us as small hosts.

And of course, if there's anything we can improve, just let us know privately - we're always looking to make things better.

Wishing you all the best!

{{host\_name}}