*SEND THIS TO VISITOR WITH ATTACHED RESERVATION INFO FROM DOUBLETREE:*

*Just change the areas highlighted in yellow, and you’ll be good to go! -L*

Dear Prof. XXX,

Attached please find attached/below a confirmation for your accommodations at the DoubleTree by Hilton at Bayside with all the necessary information.    
  
The bill for room and tax will be automatically covered by the University, but you will have to provide a credit card upon check-in for any incidentals.   
  
There are several ways to reach the DoubleTree by Hilton Boston Bayside: a free hotel shuttle from the airport that you can arrange by telephone (617-822-36000) or via text (617-433-9800) upon your arrival;  the T (free, via Silver Line bus to South Station then Red Line outbound to the JFK/UMass station – 3 stops -- then about a 1 block walk); or via a taxi or Lyft/Uber.

We look forward to seeing you on campus.

Best,