

March 22, 2018

Ms Lee Ann Morgan  
**c/o Institute of Chartered Accountants of Jamaica (ICAJ)**  
 8 Ruthven Road, Kingston 10.

**Re: 2018 Corporate Rates for The Courtleigh Hotel & Suites & Knutsford Court Hotel:**

Dear Ms Morgan,

Thank you so much for selecting *The Courtleigh Hotel & Suites & The Knutsford Court Hotel for your company's accommodations*. We are ideally located in New Kingston and offer the perfect home away from home for our visitors. All our rooms are uniquely designed to fulfil your needs and are thoughtfully equipped with remote controlled flat screen televisions, work desk, in room safe, iron and ironing board, hair dryer, refrigerator, massage shower heads, complimentary coffee and tea making facilities, direct dial telephones with voicemail and complimentary high speed wireless internet.

We are delighted to offer the following corporate rates to you. Effective January 1, 2018 through December 31, 2018 the following will be the applicable rates extended to your organization.

**The Courtleigh Hotel & Suites:**

	<i>Single</i>	<i>Double</i>
Deluxe room	US\$151.00	US\$161.00
One bedroom suite	US\$188.00	US\$198.00
Executive Office Suite	US\$200.00	US\$210.00

**Penthouse Floor**

Penthouse Deluxe	US\$165.00	US\$175.00
Penthouse one bedroom	US\$252.00	US\$262.00
Penthouse two bedroom	US\$326.00	US\$336.00
Presidential suite	US\$385.00	US\$395.00



**The Knutsford Court Hotel:**

	Single	Double
Standard room	US\$130.00	US\$140.00
Superior room	US\$155.00	US\$165.00
Junior Suite	US\$170.00	US\$180.00
One bedroom suite	US\$205.00	US\$215.00
Two bedroom townhouse	US\$350.00	US\$360.00



The above rates are inclusive of an Alexander's Sunrise buffet breakfast. A 10% service charge, government tax of 16.5% and US\$4.00 room tax are additional.

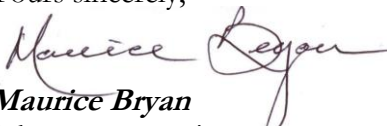
Please note we continue to provide improved facilities and services and now offer:

- Complimentary high speed wireless internet access throughout the properties (unlimited number of devices)
- Complimentary in-room refrigerator in all rooms with the exception of the standard rooms at the Knutsford Court Hotel
- In-room iron and ironing board
- Robes for our One bedroom Suites at the Courtleigh Hotel & Suites
- 24-hour Business Centre access
- In-house Gym (24 hour access)
- American Airline Advantage Mileage points
- Cable television offering over 100 channels with premium sports and movie channels

The hotel continues to upgrade all our rooms replacing carpets and other soft furnishings, as we want to keep offering you our clients the very best.

We are happy to let you know that an elevator will be installed in the main building at Knutsford Court Hotel. This is projected to be completed by May/June 2018.

Yours sincerely,

  
**Maurice Bryan**  
Sales & Reservations Manager