

# Late Check-Out Arrangement Confirmation

Dear [Guest's Name],

We hope this message finds you well. We are writing to confirm your request for a late check-out on [Check-Out Date]. We are pleased to inform you that your check-out time has been extended to [New Check-Out Time].

Please let us know if there is anything else we can assist you with during your stay.

Thank you for choosing [Hotel Name]. We look forward to welcoming you again!

Best regards,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]