

Dear [Hotel Name] Reception Team,

I hope this message finds you well. I am writing to inquire about the possibility of a late check-out on [date]. My reservation details are as follows:

- Name: [Your Name]
- Reservation Number: [Reservation Number]
- Check-in Date: [Check-in Date]
- Check-out Date: [Original Check-out Date]

I would greatly appreciate it if you could let me know if late check-out is available, as it would help me plan my day more effectively. Thank you for your assistance!

Best regards,

[Your Name]

[Your Contact Information]