

Late Check-Out Extension Agreement

Date: _____

Guest Name: _____

Room Number: _____

Dear [Guest Name],

We hope you enjoyed your stay with us. We understand that you would like to request a late check-out extension for your room. We are pleased to inform you that your request has been approved.

Your new check-out time is set for: _____.

Please note that a fee of [amount] will apply for the late check-out. Kindly ensure all outstanding charges are settled by the time of your departure.

Thank you for choosing [Hotel Name]. If you have any further inquiries or need assistance, feel free to contact the front desk.

Sincerely,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]