

Late Check-Out Fee Clarification

Dear [Guest's Name],

We hope this message finds you well. We would like to take a moment to clarify the policy regarding late check-out fees at [Hotel Name].

As per our policy, a late check-out fee of [Amount] will apply if guests check out after the official time of [Time]. This fee is necessary to ensure that we can prepare rooms for incoming guests promptly.

If you would like to request a late check-out, we recommend contacting the front desk at least [Number] hours prior to your departure to check availability.

Thank you for your understanding, and we appreciate your cooperation.

Best regards,
[Your Name]
[Your Position]
[Hotel Name]
[Contact Information]