

Late Check-Out Instructions

Dear Guest,

Thank you for choosing to stay with us at [Hotel Name]. We hope you have enjoyed your stay!

If you require a late check-out, please follow the instructions and guidelines below:

Late Check-Out Procedure:

1. Please notify the front desk at least 24 hours in advance of your desired check-out time.
2. Late check-out is subject to availability and may incur an additional fee.
3. Approved late check-out times will be confirmed by our staff.

Guidelines:

- Check-out time is usually by 11:00 AM; late check-outs may be provided until 1:00 PM based on availability.
- All outstanding charges must be settled prior to your departure.
- Please ensure all personal belongings are removed from the room by the agreed time.

Should you have any questions or need further assistance, feel free to contact the front desk at [Phone Number].

We appreciate your cooperation and hope to welcome you back soon!

Best regards,

[Your Name]

[Your Position]

[Hotel Name]

[Hotel Contact Information]