

Dear [Guest's Name],

Thank you for your request for a late check-out.

We are pleased to inform you that we can accommodate your request, and you may check out at [New Check-Out Time].

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

We hope you enjoy the rest of your time with us!

Best regards,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]