

Request for Late Check-Out

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to kindly request a late check-out for my upcoming stay at [Hotel Name], from [Check-In Date] to [Check-Out Date].

Due to [brief explanation of the reason, such as travel arrangements or personal matters], I would greatly appreciate if I could extend my check-out time until [Requested Check-Out Time].

If possible, I am willing to pay any additional fees associated with this request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]