

Request for Check-Out Time Adjustment

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 request an adjustment to my check-out time for my upcoming stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. My reservation number is [Reservation Number].

Due to [brief explanation of reason, e.g., a late flight, personal commitments], I kindly request an extension of my check-out time to [Requested Check-out Time]. I believe this change will help ensure a smoother and more enjoyable experience during my stay.

I appreciate your understanding and consideration of my request. Please let me know if this adjustment is possible or if there are any associated fees.

Thank you very much for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]