

# Extended Stay Check-Out Approval

Date: [Insert Date]

To: [Guest Name]

[Guest Address]

Dear [Guest Name],

We are pleased to inform you that your request for an extended stay has been approved. You are now scheduled to check out on [New Check-Out Date].

If you need any further assistance or wish to make any changes, please do not hesitate to contact us. Thank you for choosing to stay with us, and we hope you enjoy the remainder of your time here.

Sincerely,

[Your Name]

[Your Position]

[Hotel/Property Name]

[Contact Information]