

Letter of Appeal for Late Check-Out

Date: [Insert Date]

To: [Hotel Manager's Name]
[Hotel Name]
[Hotel Address]
[City, State, ZIP Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a guest at your esteemed hotel, staying in room [Your Room Number]. I am writing to formally request a late check-out for my room on [Date of Departure].

Due to [brief explanation of your reason, e.g., 'a late flight', 'a business meeting', etc.], I kindly ask for an extension of my check-out time until [Requested Check-Out Time]. I understand that the standard check-out time is [Standard Check-Out Time], and I appreciate your consideration of my request.

I have enjoyed my stay and would like to express my gratitude for the excellent hospitality provided by your team. I hope you can accommodate my request, and I look forward to your positive response.

Thank you for considering my appeal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]