

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to formally request an exception for a late check-out from my upcoming stay at your hotel from [check-in date] to [check-out date].

Due to [brief explanation of reason, e.g., a late flight, business commitments, etc.], I would greatly appreciate the opportunity to extend my check-out time.

If possible, I kindly request a check-out time of [desired check-out time]. I understand there may be additional fees associated with this request and I am willing to accept any charges that may apply.

Thank you for considering my request. I am looking forward to my stay and hope for a positive response.

Sincerely,

[Your Name]