

Request for Late Check-Out Extension

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 a late check-out extension for my stay at [Hotel Name] on [Check-Out Date]. My reservation number is [Reservation Number].

Due to [reason for request, e.g., a late flight, business meeting, etc.], I would greatly appreciate it if you could allow me to extend my check-out time until [Requested Check-Out Time].

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

Best regards,

[Your Name]

[Your Contact Information]