

# Late Check-Out Justification Request

**Date:** [Insert Date]

**To:** [Hotel Manager's Name]

**Hotel Name:** [Hotel Name]

**Hotel Address:** [Hotel Address]

Dear [Hotel Manager's Name],

I hope this letter finds you well. I am writing to formally request a late check-out for my reservation under the name [Your Name] for the dates [Check-In Date] to [Check-Out Date]. My reservation number is [Reservation Number].

Due to [briefly explain reason, e.g., a last-minute meeting, travel delays, etc.], I kindly ask for an extension of my check-out time from [Original Check-Out Time] to [Requested Check-Out Time]. I assure you that I will be respectful of the hotel's policies and vacate the room promptly at the requested time.

I greatly appreciate your understanding and assistance in this matter, and I look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]