

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Hotel Name

Hotel Address

City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a late check-out for my stay at [Hotel Name] on [Check-Out Date]. My reservation number is [Reservation Number].

Due to [reason for requesting late check-out], I would greatly appreciate if I could check out at [Proposed New Check-Out Time].

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

Warm regards,

Your Name