

Dear Valued Guest,

Thank you for choosing to stay with us at [Hotel Name]. We hope you enjoyed your experience. To ensure a smooth and efficient checkout process, please follow the express checkout procedures outlined below:

Express Checkout Procedures:

1. Complete your room charges by reviewing your folio, which can be found on the TV in your room or via our mobile app.
2. If you have any additional charges, please ensure they are settled before departing.
3. Simply pack your belongings and leave your room key card on the desk.
4. Head to the lobby and look for the express checkout desk or follow the designated express checkout lane.
5. Your charges will be processed automatically to the credit card provided at check-in.

If you have any questions or need assistance, feel free to contact our front desk at any time. We look forward to welcoming you back in the future!

Best Regards,

[Your Name]

[Hotel Title]

[Hotel Name]

[Hotel Contact Information]