

Overnight Guest Access Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access for an overnight guest to stay at [Location/Facility Name] on the night of [Insert Date].

The details of the guest are as follows:

- Name: [Guest's Name]
- Relationship: [Relationship to You]
- Expected Arrival Time: [Insert Time]
- Expected Departure Time: [Insert Time]

I assure you that all necessary precautions will be taken to ensure compliance with the facility's rules and regulations during their stay. If required, I am happy to provide any further information or documentation needed to facilitate this request.

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

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]
[Your Address]