

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a late check-out for my upcoming stay at [Hotel Name], scheduled from [Check-in Date] to [Check-out Date].

Due to [reason for late check-out, e.g., a business meeting scheduled in the morning], I would greatly appreciate it if I could extend my check-out time to [requested check-out time].

Please let me know if this arrangement is possible. Thank you for your consideration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]