

# Late Check-Out Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a late check-out for my stay at your hotel. I am attending a conference that runs on [Insert Conference Dates], and my current check-out date is set for [Insert Check-Out Date].

Due to the schedule of the conference, I would greatly appreciate it if I could extend my check-out time to [Insert Requested Check-Out Time]. This extra time would be incredibly helpful in allowing me to fully participate in the event.

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

Sincerely,

[Your Name]

[Your Conference Title or Affiliation]