

Request for Late Check-Out

Date: [Insert Date]

To: [Hotel Manager/Reception Desk]

Hotel Name: [Insert Hotel Name]

Address: [Insert Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am currently staying in Room [Insert Room Number] and am writing to formally request a late check-out for my extended stay.

Due to [insert reason, e.g., a late flight, business meeting], I would greatly appreciate it if I could check out later than the standard time of [Insert Standard Check-Out Time]. I kindly request a late check-out until [Insert Desired Check-Out Time].

If there are any additional fees associated with this request, please let me know.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]