

Late Check-Out Request

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. My family and I are currently staying at your hotel from [Check-In Date] to [Check-Out Date], under the reservation name [Your Name] and confirmation number [Confirmation Number].

We would like to kindly request a late check-out on [Requested Check-Out Date]. If possible, a check-out time of [Requested Check-Out Time] would greatly help us as we have plans later in the day.

We truly appreciate your consideration of our request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]