

Late Check-Out Request

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]

[Date]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

We are writing to request a late check-out for our group booking under the name [Booking Name or Reference Number]. We have a total of [Number of Rooms] rooms reserved from [Check-in Date] to [Check-out Date].

Due to [reason for late check-out, e.g., a late return flight, a scheduled event, etc.], we would greatly appreciate it if we could extend our check-out time to [Requested Check-Out Time].

We understand that this is subject to availability and any applicable fees. We are willing to discuss this matter further to accommodate both our needs and your policies.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company/Organization]