

Date: [Insert Date]

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am currently staying at your hotel in room [Your Room Number] from [Check-In Date] to [Check-Out Date].

I am writing to kindly request a late check-out on my departure date. Due to [brief explanation of reason, e.g., flight schedule, family commitments], I would greatly appreciate it if I could check out at [Requested Check-Out Time].

If there are any additional fees or requirements for this request, please let me know, and I will be happy to comply.

Thank you very much for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Contact Information]