

Request for Late Check-Out

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to kindly request a late check-out for my upcoming stay at [Hotel Name] from [Check-In Date] to [Check-Out Date]. The reason for my request is due to a medical travel accommodation related to [briefly describe the medical situation, e.g., a scheduled appointment, procedure, etc.].

I would greatly appreciate it if you could extend my check-out time to [Desired Late Check-Out Time]. This additional time will help me manage my errands more comfortably before my travel. I am more than willing to pay any extra fees associated with the late check-out if needed.

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

Sincerely,

[Your Name]