

# Late Check-Out Request for Special Occasion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a late check-out for my upcoming stay at [Hotel Name] on [Check-In Date], as I will be celebrating a special occasion--[briefly describe the occasion, e.g., an anniversary, birthday].

Given the significance of this event, it would mean a lot to us to extend our stay a little longer, ideally until [requested check-out time]. This would allow us to make the most of our celebration and enjoy the amenities your hotel has to offer.

We greatly appreciate your consideration of our request and look forward to our visit. Thank you for your attention to this matter.

Sincerely,

[Your Name]