

[Your Name]

[Your Title]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Guest's Name],

We hope you are enjoying your stay with us at [Hotel Name]. As a token of our appreciation for choosing us, we are pleased to offer you a complimentary late check-out.

Your original check-out time is [Original Check-Out Time], and with this complimentary service, you may now check out at [New Late Check-Out Time]. We hope this additional time enhances your experience, allowing you to relax a little longer.

If you require any further assistance or have specific requests during your stay, please do not hesitate to contact our front desk.

Thank you for being our valued guest, and we look forward to welcoming you back in the future!

Warm regards,

[Your Name]

[Your Title]