

Dear [Hotel Name] Team,

I hope this message finds you well. I am writing to inquire about the express check-out services that your hotel offers.

As a guest who is planning to stay from [Check-in Date] to [Check-out Date], I would like to know more about the process involved in the express check-out option. Specifically, I am interested in the following details:

- The procedures for using the express check-out service
- Any deadlines I should be aware of on the day of check-out
- Payment methods available for express check-out
- Any additional fees associated with this service

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]