

Express Check-Out Service Request

Date: _____

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request the express check-out service for my upcoming stay at your establishment.

My reservation details are as follows:

- Name: [Your Name]
- Reservation Number: [Reservation Number]
- Check-In Date: [Check-In Date]
- Check-Out Date: [Check-Out Date]

I would appreciate it if you could confirm my request for express check-out at your earliest convenience.

Thank you very much for your assistance. I look forward to my stay.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]