

Express Check-Out Service Terms and Conditions

Date: [Insert Date]

Dear [Customer Name],

Thank you for choosing our Express Check-Out Service. This letter outlines the terms and conditions of our service.

1. Service Overview

Our Express Check-Out Service allows you to check out of your stay quickly and efficiently.

2. Eligibility

This service is available for guests who have completed their stay at our facility and have settled outstanding charges.

3. Check-Out Process

Guests must notify the front desk at least [XX] hours before their intended check-out time.

4. Payment

All outstanding charges must be paid in full prior to utilizing the Express Check-Out Service.

5. Liability

We are not liable for any personal items left in your room upon checkout.

6. Amendments

These terms may be amended at our discretion. Guests will be notified of any changes.

For any inquiries, please feel free to contact our customer service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]