

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Dear [Guest's Name],

We hope you enjoyed your stay at our VRBO property! As your check-out date approaches, we'd like to remind you of a few important things to ensure a smooth departure.

1. ****Check-Out Time****: Please remember that check-out is at [Check-Out Time]. If you need a late check-out, please let us know in advance.
2. ****Cleaning Up****: We kindly ask that you leave the property in good condition. This includes washing any used dishes, taking out the trash, and ensuring that all personal items are removed.
3. ****Keys****: Please return the keys to [designated location or instructions for key return].
4. ****Feedback****: We would appreciate any feedback you have about your stay. Feel free to leave your comments in the guestbook or send us a message.

Thank you for choosing our property for your getaway! We hope to host you again in the future.

Safe travels!

Best regards,

[Your Name]
[Property Name]
[Property Address]
[Contact Information]