

Formal Hotel Apology Letter for Overbooking

Subject: Apology for Overbooking During Your Stay

Dear [Guest Name],

We sincerely apologize for the inconvenience caused due to overbooking on your reservation dated [Reservation Date]. Unfortunately, due to an unexpected increase in demand, we were unable to accommodate you in your reserved room.

We have arranged an alternative accommodation at [Nearby Hotel Name] at no additional cost to you, including transportation to the location. Additionally, we are offering a complimentary dinner and a 20% discount on your next stay with us.

We deeply regret this situation and appreciate your understanding. Please contact our front desk at [Phone Number] for any immediate assistance.

Sincerely,

[Hotel Manager Name]

[Hotel Name]

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