

Informal Apology Email for Overbooking

Subject: Sorry About Your Booking!

Hi [Guest Name],

Weâ€™re really sorry, but it looks like we overbooked on your stay for [Reservation Date]. We understand this is frustrating and want to make it right.

Weâ€™ve secured a room for you at [Alternate Hotel Name] with all expenses covered and will provide transport. Plus, enjoy a complimentary breakfast on us!

Thanks for your understanding, and we hope to host you again soon.

Best,

[Your Name]

[Hotel Name]

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