

Heartfelt Apology Letter for VIP Guest Overbooking

Subject: Sincere Apology for Your Accommodation Experience

Dear [VIP Guest Name],

It is with deepest regret that we inform you of an overbooking situation affecting your reservation on [Reservation Date]. Your comfort and satisfaction are our top priorities, and we understand the disappointment this may cause.

We have arranged an upgraded room at [Partner Hotel Name], along with complimentary limousine service to your new accommodation and a special gift as a token of our apology.

Please accept our sincerest apologies, and allow us the chance to make your next stay with us flawless.

Warm regards,

[Hotel Manager Name]

[Hotel Name]

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