

Quick Email Apology for Overbooking

Subject: Immediate Notice: Booking Issue

Hi [Guest Name],

We regret to inform you that due to overbooking, your reserved room on [Reservation Date] is unavailable.

We have arranged an alternative nearby and covered all related expenses. Our team will ensure a smooth transfer.

Apologies for the inconvenience.

Regards,

[Your Name]

[Hotel Name]

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