

Booking Change Notification

Subject: Reservation Modified Successfully - Updated Confirmation

Dear [Guest Name],

Your reservation modification has been processed successfully. Here are your updated booking details:

Original Booking: #[Original Number]

New Booking Reference: #[New Number]

Changes Made:

- Check-in Date: Changed from [Old Date] to [New Date]
- Check-out Date: Changed from [Old Date] to [New Date]
- Room Type: Changed from [Old Type] to [New Type]
- Number of Guests: Changed from [Old Number] to [New Number]

Updated Reservation Summary:

Dates: [New Check-in] to [New Check-out]

Room: [New Room Type]

Guests: [New Number]

Nightly Rate: \$[New Rate]

Total Amount: \$[New Total]

Price Difference: [Adjustment amount and explanation]

Payment Information:

[Details about any additional charges or refunds]

All other terms and conditions remain the same. Please save this updated confirmation for your records.

If you need further modifications, please contact us at least 24 hours before your arrival.

Best regards,

[Name]

Guest Services Manager

[Hotel Name]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/hotel-reservation-confirmation-letter>