

Seminar Reservation Change Request

Subject: Modification Request for Existing Reservation - Booking #[Number]

Dear Customer Service Team,

I am writing to request modifications to my existing seminar reservation (Booking Reference: [Number]) for the [Seminar Name] on [Date].

Original Registration Details:

- Participant Name: [Original Name]
- Session Selection: [Original Sessions]
- Payment Status: [Confirmed/Pending]

Requested Changes:

- [Specify changes needed - name change, date change, session selection, etc.]
- Reason for modification: [Brief explanation]

I understand there may be fees associated with these changes and am prepared to pay any applicable modification charges. Please confirm:

- Availability of requested changes
- Any additional costs involved
- New confirmation details
- Updated payment requirements

Time is somewhat sensitive as the seminar date approaches, so I would appreciate a prompt response regarding feasibility of these modifications.

Thank you for your flexibility and assistance.

Best regards,

[Your Name]

[Original Registration Details]

[Contact Information]

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