

Adjustment Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an adjustment made to your recent rental car booking with us.

Booking Reference: [Booking Reference]

Original Reservation Details:

- Pick-up Date: [Original Pick-up Date]
- Drop-off Date: [Original Drop-off Date]
- Vehicle Type: [Original Vehicle Type]

Adjusted Reservation Details:

- New Pick-up Date: [Adjusted Pick-up Date]
- New Drop-off Date: [Adjusted Drop-off Date]
- Vehicle Type: [Adjusted Vehicle Type]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]