Reservation Change Acknowledgment

Dear [Guest Name],

Thank you for your recent request regarding the change to your reservation at [Hotel Name]. We are pleased to confirm your updated booking details as follows:

- Reservation Number: [Reservation Number]
- New Check-in Date: [New Check-in Date]
- New Check-out Date: [New Check-out Date]
- Room Type: [Room Type]
- Number of Guests: [Number of Guests]

If you have any further questions or need additional assistance, please do not hesitate to contact us at [Hotel Contact Information].

We look forward to welcoming you to [Hotel Name]!

Sincerely,

[Your Name]
[Your Position]
[Hotel Name]