

Amendment to Banquet Hall Reservation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Amendment to Reservation for [Event Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to our previous reservation at [Banquet Hall Name] originally scheduled for [Original Date].

The details of the amendment are as follows:

- **Original Date:** [Original Date]
- **New Date:** [New Date]
- **Time:** [New Time]
- **Number of Guests:** [Updated Number of Guests]
- **Additional Services:** [Any additional services required]

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm the acceptance of this amendment at your earliest convenience.

Thank you for your assistance!

Best regards,

[Your Name]

[Your Contact Information]

[Your Organization]