

# Booking Adjustment Notice

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your recent booking with us.

**Booking Reference:** [Insert Booking Reference]

**Original Booking Date:** [Insert Original Date]

**Adjusted Booking Date:** [Insert New Date]

We apologize for any inconvenience this may cause and appreciate your understanding. Please feel free to reach out if you have any questions or need further assistance.

Thank you for choosing us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]