

Booking Amendment Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your booking amendment. We would like to confirm that we have received your request to amend your booking for [Insert Details of Booking].

Your amended booking details are as follows:

- Original Booking Reference: [Insert Original Reference]
- New Date: [Insert New Date]
- New Time: [Insert New Time]
- Other Changes: [Insert Other Details]

If everything looks correct, please reply to this email or contact us at [Insert Contact Information] to finalize your amendment. If you have any further questions, please feel free to ask.

We appreciate your business and look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]