

# Reservation Amendment Summary

Date: [Insert Date]

Dear [Guest Name],

We would like to confirm the amendments made to your reservation as follows:

## Original Reservation Details:

- Reservation Name: [Original Name]
- Check-in Date: [Original Check-in Date]
- Check-out Date: [Original Check-out Date]
- Room Type: [Original Room Type]
- Booking Reference: [Original Booking Reference]

## Amended Reservation Details:

- Reservation Name: [Amended Name]
- Check-in Date: [Amended Check-in Date]
- Check-out Date: [Amended Check-out Date]
- Room Type: [Amended Room Type]
- New Booking Reference: [Amended Booking Reference]

If you have any questions or need further assistance, please don't hesitate to contact us.

Thank you for choosing [Your Company Name]. We look forward to welcoming you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]