

Apology for Changing Reservation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the necessity to change my reservation for [event or service, e.g., dinner, hotel stay] originally scheduled for [original date]. Due to [reason for the change, e.g., unforeseen circumstances], I am unable to honor the original reservation.

I understand this may cause inconvenience, and for that, I am truly sorry. I appreciate your understanding and cooperation in rescheduling the reservation to [new date]. Please let me know if this is feasible or if there are alternative options available.

Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]