

Letter of Regret for Booking Alteration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret regarding the alteration of my booking made on [Original Booking Date] for [Details of the Booking]. Due to unforeseen circumstances, I find it necessary to modify my original plans.

I understand the inconvenience that changes may cause, and it is never my intention to disrupt your schedule. I truly appreciate your understanding and assistance during this process.

If there's a possibility to [mention any specific request, e.g., reschedule to a later date, change the service], I would be grateful. Thank you for considering my request.

Again, I apologize for any trouble this may cause and thank you for your understanding.

Sincerely,

[Your Name]