

Vehicle Hire Booking Revision Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Rental Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Rental Company Name],

I hope this message finds you well. I am writing to inquire about revising my vehicle hire booking made on [original booking date] under the reservation number [Booking Number].

Due to [reason for revision], I would like to request changes regarding [specific changes needed, such as dates, vehicle type, etc.].

Could you please provide me with information about the availability of vehicles and any potential fees associated with this revision? I appreciate your assistance in this matter.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]