

Car Rental Reservation Modification Request

Date: [Insert Date]

To: [Car Rental Company's Name]

Dear [Car Rental Company's Customer Service],

I hope this message finds you well. I am writing to request a modification to my existing car rental reservation instead of a cancellation. My reservation details are as follows:

- **Reservation Number:** [Insert Reservation Number]
- **Pickup Date and Time:** [Insert Original Pickup Date and Time]
- **Return Date and Time:** [Insert Original Return Date and Time]
- **Vehicle Type:** [Insert Vehicle Type]

Due to unforeseen circumstances, I would like to make the following changes:

- **New Pickup Date and Time:** [Insert New Pickup Date and Time]
- **New Return Date and Time:** [Insert New Return Date and Time]

I appreciate your assistance in modifying my reservation. Please let me know if there are any additional fees or information required to process this request.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]