

Notification of Car Availability Issue

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are reaching out to inform you about an issue regarding the availability of your reserved vehicle at our rental location.

Unfortunately, due to unforeseen circumstances, the car you reserved for the dates of [Insert Rental Dates] is currently unavailable. We sincerely apologize for any inconvenience this may cause you.

To resolve this issue, we can offer you the following alternatives:

- Upgrade to a different vehicle at no additional cost.
- Change your reservation to a later date when the desired vehicle will be available.
- Cancel your reservation for a full refund.

Please let us know how you would like to proceed at your earliest convenience. You can reach us at [Insert Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]