

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to my existing booking (Reservation Number: [Insert Reservation Number]) for [insert details of booking - e.g., flight, hotel, etc.].

Due to [briefly explain reason for modification], I kindly ask if it is possible to adjust my booking to [insert new details - e.g., new dates, different accommodations, etc.].

I understand that this request is subject to the terms and conditions of your service, and I appreciate your assistance in this matter. Please let me know if you need any further information to process my request.

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

Best regards,

[Your Name]