To:

Jason Mills  
Project Manager

Date: 23rd December 2020

Subject: Services unavailable

Dear Mr. Mills,

We have received your request for a booking on 15th Dec 2020. We are very pleased to know that you want a booking with us, however, we regret to inform you that we are no longer accepting the bookings of any type because we don’t have any extra room available in our hotel.

If you really need to stay somewhere, I would like to suggest you contact ABC hotel which is still accepting the bookings as far as my knowledge is concerned.

The address of the ABC hotel is [X].

I hope that you will get the booking of your wish in that hotel. We assure you that we will be available in the future for you whenever you wish to make a booking.

Yours sincerely.