

Cancellation Notice

Dear [Restaurant Name] Team,

I hope this message finds you well. I am writing to formally cancel my reservation at your restaurant.

Reservation Details:

Date: [Reservation Date]

Time: [Reservation Time]

Number of Guests: [Number of Guests]

Name: [Your Name]

Contact Information: [Your Phone Number/Email]

Unfortunately, due to [reason for cancellation], I will no longer be able to attend. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention to this matter. I look forward to dining with you in the future.

Sincerely,

[Your Name]