

# Car Rental Reservation Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Rental Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Rental Company Name],

I am writing to formally cancel my car rental reservation made under the name [Your Name] with the reservation number [Reservation Number].

Due to [reason for cancellation], I am unable to proceed with the rental scheduled for [pickup date].

According to the cancellation policy, I am requesting confirmation of the cancellation and any applicable refunds to be processed to my account.

Thank you for your assistance in this matter. I look forward to your confirmation.

Sincerely,

[Your Name]