

Reservation Cancellation Notification

Dear [Hotel Name] Management,

I hope this message finds you well. I am writing to formally cancel my reservation at your hotel, initially scheduled for [Check-in Date] to [Check-out Date].

My reservation details are as follows:

- Reservation Name: [Your Name]
- Reservation Number: [Your Reservation Number]
- Room Type: [Room Type]

Due to [reason for cancellation], I will be unable to attend my stay. I apologize for any inconvenience this may cause and hope to visit your hotel in the future.

Please confirm the cancellation of my reservation at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]