

Cancellation of Hotel Accommodation

Date: [Insert Date]

To,

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to formally cancel my reservation at your hotel, originally scheduled for [Insert Check-in Date] to [Insert Check-out Date]. My reservation number is [Insert Reservation Number].

Due to [brief explanation of the reason for cancellation, if applicable], I am unable to proceed with my stay.

As per your cancellation policy, I kindly request you to confirm the cancellation of my booking and to initiate any applicable refund process for the deposit made.

Thank you for your assistance. I hope to visit your hotel in the future.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]