

Booking Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that your booking for [Service/Accommodation Name] scheduled for [Date of Booking] has been cancelled due to [Reason for Cancellation].

We sincerely apologize for any inconvenience this may cause. Please feel free to contact us at [Contact Information] if you have any questions or wish to reschedule your booking.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]