

Cancellation Acknowledgment

Date: [Insert Date]

Dear [Guest's Name],

We have received your request to cancel your reservation at [Hotel/Service Name] scheduled for [Reservation Date]. This letter is to confirm that your reservation has been successfully cancelled.

Your cancellation number is: [Cancellation Number]. Please keep this number for your records.

We appreciate your understanding and hope to serve you in the future. If you have any questions, feel free to contact us at [Contact Information].

Thank you for choosing [Hotel/Service Name].

Sincerely,

[Your Name]

[Your Position]

[Hotel/Service Name]

[Contact Information]