

Cancellation of Reservation

Dear [Recipient's Name],

We regret to inform you that your reservation for [Reservation Details] scheduled for [Date] has been canceled due to [Reason for Cancellation].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any questions or need assistance in rescheduling, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]