

Booking Cancellation Regret

Dear [Guest's Name],

We hope this message finds you well. We are writing to inform you that, regrettably, we must cancel your booking scheduled for [Date] at [Property Name].

We sincerely apologize for any inconvenience this may cause. Due to [reason for cancellation], we are unable to fulfill your reservation at this time.

Please be assured that we will do our utmost to accommodate you on a future visit. We would like to offer you [mention any compensation or alternative arrangements if applicable].

Thank you for your understanding and support. If you have any further questions, please feel free to contact us at [Contact Information].

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]