

Demand for Compensation Due to Canceled Reservations

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally demand compensation for the cancellation of my reservation originally scheduled for [Reservation Date] at [Location/Service]. My reservation number is [Reservation Number].

Despite my expectations and plans, I was notified of the cancellation on [Cancellation Notification Date] due to [reason for cancellation, if known]. This last-minute cancellation has caused significant inconvenience and financial loss on my part, as I had made non-refundable arrangements.

According to your company's policy regarding cancellations, I believe I am entitled to compensation for the inconveniences caused. I request a refund of [amount] and any additional costs incurred due to this cancellation.

Please respond to this letter within [number of days, e.g., 14 days] to confirm that my request for compensation will be addressed. I hope to resolve this matter amicably and promptly.

Thank you for your attention to this matter.

Sincerely,
[Your Name]