

Dear [Hotel Name] Reservations Team,

I hope this message finds you well. I am writing to request clarification regarding the cancellation policy for my upcoming conference hotel booking.

Reservation Details:

- Guest Name: [Your Name]
- Reservation Number: [Reservation Number]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

As I need to finalize my travel plans, I would greatly appreciate it if you could provide detailed information on the cancellation terms, including any deadlines or fees associated with canceling this reservation.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]