

Hotel Reservation Cancellation

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my hotel reservation at [Hotel Name], which was scheduled for [Arrival Date] to [Departure Date].

Due to unforeseen changes in my travel plans, I regret to inform you that I will no longer be able to stay at your establishment. My reservation details are as follows:

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

Please confirm the cancellation of my reservation and inform me about any applicable cancellation fees. I appreciate your understanding and assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]