

Hotel Reservation Cancellation

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I am writing to formally cancel my reservation, which was scheduled for [Insert Dates] under the name [Your Name].

Due to safety concerns related to [specific safety issue or event], I unfortunately cannot proceed with my stay at your hotel. I regret any inconvenience this may cause.

I would appreciate your assistance in processing this cancellation. I kindly request confirmation of the cancellation and any pertinent information regarding any potential fees or charges.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]