

Hotel Reservation Cancellation

Dear [Hotel Name] Team,

I hope this message finds you well. I am writing to formally request the cancellation of my reservation due to a booking mistake.

Here are the details of the reservation:

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

I apologize for any inconvenience this may cause and appreciate your understanding. Please confirm the cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]