

# Hotel Reservation Cancellation

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my hotel reservation due to unforeseen changes in my business trip itinerary.

Reservation Details:

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

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

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]