

Hotel Reservation Cancellation

Date: [Insert date]

Hotel Name: [Insert hotel name]

Hotel Address: [Insert hotel address]

Reservation Number: [Insert reservation number]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of my hotel reservation made on [insert reservation date] due to an unforeseen illness.

My reservation details are as follows:

- Name: [Insert your name]
- Check-in Date: [Insert check-in date]
- Check-out Date: [Insert check-out date]

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. If possible, I would like to inquire about any cancellation fees or policies associated with my reservation.

Thank you for your assistance, and I hope to stay at your hotel in the future.

Sincerely,

[Your Name]

[Your Contact Information]