

Cancellation of Hotel Reservation

Dear [Hotel Name] Team,

I hope this message finds you well. I am writing to inform you that I must unfortunately cancel my reservation due to unforeseen circumstances.

Reservation Details:

- 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 in this matter. Please confirm the cancellation at your earliest convenience.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Contact Information]