

Hotel Reservation Cancellation

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I am writing to inform you that due to a family emergency, I must cancel my reservation at your hotel.

Reservation Details:

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

I apologize for any inconvenience this may cause and appreciate your understanding during this difficult time.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]