

Cancellation of Hotel Reservation

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 inform you that I need to cancel my hotel reservation (Reservation Number: [Insert Reservation Number]) due to unforeseen financial reasons.

Originally, I had planned to stay at your hotel from [Insert Check-in Date] to [Insert Check-out Date]. Unfortunately, circumstances beyond my control have made it necessary for me to withdraw my plans.

I understand there might be cancellation policies in place, and I would appreciate it if you could confirm the details regarding any applicable fees or refunds.

Thank you for your understanding. I hope to have the opportunity to stay at your hotel in the future when my situation allows.

Sincerely,

[Your Name]

[Your Contact Information]