

Dear [Hotel Name] Reservations Team,

I am writing to formally request the cancellation of my hotel reservation (Reservation Number: [Reservation Number]) scheduled for [Check-in Date] to [Check-out Date]. Due to unforeseen circumstances, I am unable to proceed with my plans.

While I understand the cancellation policy, I would like to kindly request if you could consider providing a credit for future use, as I would love the opportunity to stay at your hotel at a later date.

Thank you for your understanding and assistance regarding this matter. I look forward to your favorable response.

Sincerely,  
[Your Name]  
[Your Contact Information]