

Dear [Hotel Name] Reservations Team,

I hope this message finds you well. I am writing to formally request the cancellation of my hotel reservation, which was scheduled for [check-in date] to [check-out date]. My reservation number is [reservation number].

Due to [reason for cancellation], I am unable to proceed with my planned stay. I kindly ask for your assistance in processing my cancellation and issuing a refund, as per your cancellation policy.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]