

Cancellation of Car Rental Reservation

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

To:

Rental Company Name

Company Address

City, State, Zip Code

Dear [Rental Company Name],

I am writing to formally cancel my car rental reservation, with the reservation number [Reservation Number], which I made on [Reservation Date].

Due to [reason for cancellation], I will no longer be able to proceed with this reservation. I kindly request confirmation of the cancellation and details regarding any fees or charges associated with this cancellation.

Thank you for your understanding.

Sincerely,

[Your Name]