

Car Rental Cancellation Request

Date: [Insert Date]

To: [Car Rental Company Name]

Address: [Car Rental Company Address]

Dear [Car Rental Company Name],

I am writing to formally cancel my car rental reservation made on [Reservation Date] for the vehicle [Vehicle Type or Model] with reservation number [Reservation Number]. Unfortunately, due to unforeseen circumstances, I am unable to proceed with my travel plans.

I kindly request confirmation of the cancellation and information regarding any potential refunds, if applicable. I appreciate your understanding in this matter.

Thank you for your attention to this request. I hope to rent from your company in the future under better circumstances.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]