

Car Rental Cancellation Notice

Date: [Insert Date]

To: [Car Rental Company Name]

Address: [Company Address]

Subject: Cancellation of Vehicle Rental Reservation

Dear [Rental Company Representative's Name],

I am writing to formally cancel my vehicle rental reservation scheduled for [Insert Rental Dates] under the name [Your Full Name], with the reservation number [Insert Reservation Number].

Due to [brief explanation of reason, e.g., unforeseen circumstances], I am unable to proceed with the rental as planned.

According to your company's cancellation policy, I would appreciate your confirmation of this cancellation along with any information regarding the refund process, if applicable.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Contact Information]