

Car Rental Reservation Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Car Rental Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Car Rental Company Name],

I am writing to formally cancel my car rental reservation made on [Reservation Date] with reservation number [Reservation Number]. Unfortunately, due to unforeseen circumstances, I am unable to proceed with the rental.

I kindly request confirmation of the cancellation and any information regarding potential cancellation fees or refunds as per your policy.

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

Sincerely,

[Your Name]