

Cancellation of Car Rental Reservation

Dear [Car Rental Company Name],

I hope this message finds you well. I am writing to formally request the cancellation of my car rental reservation made on [Reservation Date] for the vehicle [Car Type/Model] with Reservation Number [Reservation Number].

Due to [reason for cancellation], I am unable to proceed with my rental plans. I kindly request a full refund of the amount paid, as per your cancellation policy.

Please confirm the cancellation of my reservation and the initiation of the refund process at your earliest convenience.

Thank you for your understanding and assistance.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Address]