

# Car Rental Reservation Cancellation Request

To: [Car Rental Company Name]

Date: [Current Date]

Dear [Car Rental Company],

I hope this message finds you well. I am writing to formally request the cancellation of my car rental reservation with the following details:

- **Reservation Number:** [Your Reservation Number]
- **Pickup Date:** [Pickup Date]
- **Return Date:** [Return Date]
- **Name:** [Your Name]
- **Email:** [Your Email]
- **Phone:** [Your Phone Number]

Due to [reason for cancellation], I am unable to proceed with my reservation. I would appreciate it if you could confirm the cancellation and inform me about any applicable cancellation fees.

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

Sincerely,

[Your Name]