

Car Rental Cancellation Notice

Date: [Insert Date]

To: [Car Rental Company Name]

Address: [Car Rental Company Address]

Dear [Car Rental Company's Customer Service],

I am writing to inform you that I need to cancel my car rental reservation (Reservation Number: [Insert Reservation Number]) scheduled for [Insert Date of Rental]. Due to unforeseen circumstances, I am unable to proceed with the rental.

I understand this cancellation is last-minute, and I apologize for any inconvenience this may cause. I would appreciate confirmation of the cancellation and any information regarding potential charges.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]