

# Cancellation of Vacation Rental

Dear [Property Owner's Name],

I hope this message finds you well. I am writing to formally cancel my reservation for the property located at [Property Address], which was scheduled for [Check-in Date] to [Check-out Date]. My reservation number is [Reservation Number].

Due to [reason for cancellation, e.g., unforeseen circumstances, personal matters, etc.], I am unable to proceed with my stay as planned. I understand that this cancellation is subject to your cancellation policy, and I am willing to comply with any associated terms.

I appreciate your understanding in this matter and hope to have the opportunity to stay at your property in the future.

Thank you for your attention to this cancellation. Please confirm the cancellation at your earliest convenience.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]