

# Cancellation of Vacation Rental

Date: [Insert Date]

To: [Rental Property Owner/Manager's Name]

[Rental Property Address]

Dear [Owner/Manager's Name],

I hope this message finds you well. I am writing to formally cancel my reservation for the vacation rental property at [Property Address], originally scheduled for [Check-in Date] to [Check-out Date].

Unfortunately, due to unforeseen personal emergencies, I am unable to proceed with my plans as intended. I sincerely apologize for any inconvenience this may cause.

I would appreciate any information regarding the cancellation policy and any potential refunds or credits that may be available. Thank you for your understanding in this matter.

Warm regards,

[Your Name]

[Your Contact Information]