

Vacation Rental Cancellation Notice

Date: [Insert Date]

To: [Property Owner/Manager's Name]

Property Address: [Insert Property Address]

Dear [Property Owner/Manager's Name],

I hope this message finds you well. I am writing to formally inform you that, due to a change of plans, I must unfortunately cancel my reservation for the property located at [Property Address], which was scheduled for [Check-in Date] to [Check-out Date].

I understand that this cancellation may cause inconvenience, and I sincerely apologize for any disruption this may cause to your rental schedule.

If applicable, please let me know the process for any possible refunds as per our agreement.

Thank you for your understanding. I appreciate your assistance in this matter.

Best regards,

[Your Name]

[Your Contact Information]