

# Cancellation of Vacation Rental Reservation

Date: [Insert Date]

Rental Property Owner/Manager:

[Owner/Manager Name]

[Property Address]

[City, State, ZIP Code]

Dear [Owner/Manager Name],

I hope this message finds you well. I am writing to formally notify you that I need to cancel my reservation for your property located at [Property Address], scheduled from [Start Date] to [End Date].

Due to unforeseen travel restrictions imposed by [government or relevant authority], I am unable to proceed with my plans to travel. This decision was not made lightly, and I sincerely apologize for any inconvenience this may cause.

I would appreciate it if you could confirm the cancellation and inform me about any potential refund process according to our agreement.

Thank you for your understanding during these challenging times. I hope to have the opportunity to stay at your property in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]