

Cancellation of Vacation Rental

Date: [Insert Date]

Dear [Rental Owner/Manager's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, I must unfortunately cancel my reservation for the vacation rental at [Property Address] scheduled for [Check-in Date] to [Check-out Date].

This decision was not made lightly, and I sincerely apologize for any inconvenience this may cause. Unfortunately, [brief explanation of the unforeseen circumstance, e.g., a family emergency, work obligation, etc.].

In accordance with your cancellation policy, I would like to request confirmation of my cancellation, as well as information regarding any potential refund or fees associated with this process.

Thank you for your understanding and assistance. I hope to have the opportunity to stay at your property in the future under more favorable circumstances.

Best regards,

[Your Name]

[Your Contact Information]