

Vacation Rental Cancellation Notice

Date: [Insert Date]

To: [Property Owner/Manager Name]

Property Address: [Property Address]

Dear [Property Owner/Manager Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my reservation for the vacation rental [Reservation Confirmation Number] scheduled from [Start Date] to [End Date]. Due to unforeseen extended family obligations, we will be unable to travel as planned.

I understand that this may cause inconvenience, and I sincerely apologize for the late notice. If possible, I would appreciate any guidance on the cancellation policy and if a refund or credit could be applied to a future stay.

Thank you for your understanding. I hope to reschedule in the future under better circumstances.

Best regards,

[Your Name]

[Your Contact Information]