

Vacation Rental Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Property Owner/Manager Name]

[Property Rental Company Name]

[Property Address]

[City, State, Zip Code]

Dear [Property Owner/Manager Name],

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

Due to [reason for cancellation], I am unable to proceed with my travel plans as scheduled. I understand the cancellation policy outlined at the time of booking, and I kindly request a refund for the amount paid.

Reservation Details:

- Reservation Name: [Your Name]
- Reservation Confirmation Number: [Reservation Number]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

I appreciate your understanding and hope to resolve this matter quickly. Please let me know if you require any further information to process my refund.

Thank you for your attention to this matter.

Sincerely,

[Your Name]