

Cancellation of Vacation Rental Reservation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Rental Property Owner/Manager's Name]

[Rental Property Address]

[City, State, Zip Code]

Dear [Rental Property Owner/Manager's Name],

I hope this message finds you well. I am writing to formally cancel my reservation for the vacation rental property located at [Rental Property Address], which was scheduled for [Date of Reservation] due to unforeseen scheduling conflicts.

Despite my excitement for this trip, [brief reason for the scheduling conflict, e.g., a family obligation, work commitment], requires my attention and I am unable to proceed as planned.

I apologize for any inconvenience this may cause and kindly request confirmation of this cancellation at your earliest convenience. I hope to have the opportunity to rent your property in the future.

Thank you for your understanding.

Sincerely,

[Your Name]