

Cancellation of Hostel Reservation

To Whom It May Concern,

I am writing to formally request the cancellation of my hostel reservation. Below are the details of the reservation:

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

Due to unforeseen circumstances, I am unable to proceed with my travel plans. I kindly ask you to confirm the cancellation and inform me about any potential refund according to your cancellation policy.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]