

# Cancellation of Hostel Room Reservation

Date: [Insert Date]

To,  
[Hostel Manager's Name]  
[Hostel Name]  
[Hostel Address]  
[City, State, Zip Code]

Subject: Cancellation of Reserved Hostel Room

Dear [Hostel Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my reserved hostel room, which was booked under the name [Your Name] with reservation number [Reservation Number].

Due to [brief reason for cancellation, e.g., unforeseen circumstances, change in plans], I will no longer be able to utilize the reservation. I kindly ask for your understanding and support in processing this cancellation.

If applicable, please let me know about any cancellation fees or procedures that I need to follow. I appreciate your prompt assistance regarding this matter.

Thank you for your attention to this request. I look forward to your confirmation of the cancellation.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Email Address]