

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hostel Name
Hostel Address
City, State, Zip Code

Dear [Hostel Manager's Name],

I am writing to formally request the cancellation of my hostel booking due to [reason for cancellation]. My booking details are as follows:

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

I understand that there may be a cancellation policy in place and I am willing to abide by it. Please let me know the next steps regarding the cancellation process and any potential refunds.

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

Sincerely,
[Your Name]