

# Hostel Booking Cancellation Notice

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally notify you of the cancellation of my hostel booking, which was scheduled for [insert dates]. My reservation details are as follows:

- Name: [Your Full Name]
- Booking ID: [Your Booking ID]
- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]

Due to [brief reason for cancellation], I am unable to proceed with my booking. I kindly request a confirmation of this cancellation and any potential refund if applicable, as per your cancellation policy.

Thank you for your understanding in this matter.

Sincerely,  
[Your Full Name]  
[Your Contact Information]