

# Hostel Booking Cancellation Request

Dear [Hostel Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my hostel booking made on [Booking Date] for the dates [Check-in Date] to [Check-out Date].

Unfortunately, due to [reason for cancellation], I am unable to proceed with my stay. My booking reference number is [Booking Reference Number].

I kindly ask for your understanding and support in processing this cancellation. If any cancellation fees apply, please let me know. I would appreciate any confirmation regarding this request at your earliest convenience.

Thank you for your assistance.

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