

Notice to Cancel Hostel Stay

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally notify you that I wish to cancel my stay at [Hostel Name], which was originally scheduled from [Start Date] to [End Date]. Due to [brief reason for cancellation], I am unable to continue with my reservation.

According to the hostel's cancellation policy, I understand that I should be eligible for a refund of my deposit/amount paid, provided that I notify you with enough notice. I would appreciate it if you could confirm the cancellation and the refund process.

Thank you for your understanding. I hope to have the opportunity to stay at [Hostel Name] in the future.

Sincerely,
[Your Name]
[Your Address]
[City, Zip Code]
[Your Email]
[Your Phone Number]