

Hostel Booking Cancellation Notice

Date: [Insert Date]

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

Subject: Cancellation of Hostel Booking

Dear [Manager's Name],

I am writing to formally notify you of the cancellation of my hostel booking made on [Booking Date] under the name [Your Name] for the dates [Check-in Date] to [Check-out Date].

Due to [Reason for Cancellation], I will not be able to proceed with my stay. I kindly ask you to confirm the cancellation of my booking and inform me if there are any further steps I need to take regarding this process.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]