

Request for Cancellation of Hostel Booking

[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 hope this message finds you well. I am writing to formally request the cancellation of my hostel booking originally made on [Booking Date] under the name [Your Name]. My reservation number is [Reservation Number], and the check-in date was scheduled for [Check-in Date].

Due to [brief reason for cancellation, e.g., unexpected circumstances, personal reasons], I am unable to proceed with my stay. I kindly ask you to process the cancellation at your earliest convenience and inform me about any potential refund as per your cancellation policy.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]