

Cancellation Notice

Date: [Insert Date]

To: [Host's Name]

[Host's Address]

[City, State, Zip Code]

Dear [Host's Name],

I hope this message finds you well. I am writing to formally notify you of my cancellation of the reservation for [Property Name] from [Start Date] to [End Date].

Unfortunately, due to [brief reason for cancellation - e.g., unforeseen circumstances], I am unable to proceed with my booking.

I understand that the cancellation policy applies, and I am requesting any applicable refunds based on your terms. Please confirm the cancellation of my reservation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]