

Cancellation of Equipment Reservation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally cancel the reservation for the simultaneous interpretation equipment initially scheduled for [insert date of reservation]. Unfortunately, due to [insert reason], we will no longer be needing the equipment.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your assistance. If there are any further steps required to finalize this cancellation, please let me know.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]