

Cancellation of Historic Hotel Tour

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to formally cancel my reservation for the historic hotel tour scheduled on [Insert Date of Tour]. Due to [reason for cancellation], I am unable to attend.

My reservation details are as follows:

- Name: [Your Name]
- Reservation Number: [Insert Reservation Number]
- Date of Tour: [Insert Date]

I kindly request a confirmation of this cancellation and any information regarding possible refunds or future bookings.

Thank you for your understanding.

Sincerely,

[Your Name]