

Hotel Cancellation Notice

Date: [Insert Date]

Guest Name: [Insert Guest Name]

Reservation Number: [Insert Reservation Number]

Dear [Guest Name],

We regret to inform you that your reservation with us has been cancelled due to [insert reason for cancellation]. We sincerely apologize for any inconvenience this may cause.

If you have any questions or would like to rebook your stay, please do not hesitate to contact us at [Insert Hotel Contact Information].

Thank you for your understanding.

Sincerely,

[Hotel Name]

[Hotel Address]

[Hotel Contact Information]