

Accommodation Cancellation Procedures

Dear [Guest's Name],

Thank you for choosing [Property Name] for your accommodation needs. We understand that sometimes plans change, and you may need to cancel your reservation. Below are the cancellation procedures you must follow:

Cancellation Policy

- Cancellations must be made at least [number] days prior to your arrival date for a full refund.
- Cancellations made [number] days before your arrival date will incur a [percentage]% cancellation fee.
- No refunds will be issued for cancellations made less than [number] days before your scheduled arrival.

How to Cancel Your Reservation

1. Contact us via email at [email address] or by phone at [phone number].
2. Provide your reservation details, including your name, reservation number, and dates of stay.
3. Await confirmation of your cancellation and any applicable refunds.

Please let us know if there is anything we can do to assist you further. We look forward to the opportunity to welcome you in the future.

Sincerely,
[Your Name]
[Your Position]
[Property Name]