

Hotel Cancellation Notice

Date: [Insert Date]

Dear [Guest's Name],

We regret to inform you that your reservation at [Hotel Name] for the dates [Insert Dates] has been cancelled. The cancellation was made due to [Insert Reason, if applicable].

If you have already made any payments, our team will process your refund within [insert timeline].

We appreciate your understanding and hope to welcome you back in the future.

For any questions or further assistance, please feel free to contact us at [Insert Contact Information].

Thank you,

[Your Name]

[Your Position]

[Hotel Name]

[Hotel Contact Information]