

Lodging Cancellation Agreement

Date: [Insert Date]

From: [Guest Name]

Address: [Guest Address]

Email: [Guest Email]

To: [Hotel/Lodging Provider Name]

Address: [Hotel Address]

Subject: Lodging Cancellation Agreement

Dear [Hotel/Lodging Provider Name],

This letter serves as a formal cancellation agreement for my lodging reservation at your establishment. The details of the reservation are as follows:

- **Reservation Number:** [Insert Reservation Number]
- **Check-in Date:** [Insert Check-in Date]
- **Check-out Date:** [Insert Check-out Date]

Due to [Insert Reason for Cancellation], I am unable to proceed with my stay as planned. I kindly request a confirmation of the cancellation of my reservation.

Please let me know if there are any further actions I need to take or if there are any fees associated with this cancellation.

Thank you for your understanding.

Sincerely,

[Guest Name]

[Guest Phone Number]