

Reservation Cancellation Policy

Dear [Guest Name],

Thank you for choosing [Hotel/Service Name] for your upcoming stay. We strive to provide the best service possible and would like to inform you of our reservation cancellation policy.

Cancellation Policy

If you need to cancel your reservation, please do so at least [number] days prior to your arrival date to avoid any cancellation fees. Cancellations made after this period will incur a charge of [amount or percentage] of the total reservation cost.

No-Show Policy

If you do not arrive on the scheduled date and do not notify us, your reservation will be considered a no-show, resulting in a full charge of the total reservation cost.

How to Cancel

You can cancel your reservation by contacting us at [contact information] or by visiting our website at [website link].

We appreciate your understanding and cooperation regarding our cancellation policy. If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Hotel/Service Name]
[Contact Information]