

# Room Booking Cancellation Rules

Dear [Guest Name],

Thank you for choosing [Hotel Name] for your stay. We understand that sometimes plans can change, and we want to make sure you're aware of our cancellation policies.

## Cancellation Policy

- Bookings cancelled more than 48 hours before the arrival date will receive a full refund.
- Bookings cancelled between 24 to 48 hours before the arrival date will incur a 50% cancellation fee.
- Bookings cancelled less than 24 hours before the arrival date will not be eligible for a refund.
- No-shows will be charged the full amount of the reservation.

To cancel your booking, please contact us at [Hotel Phone Number] or [Hotel Email Address]. We appreciate your understanding and look forward to welcoming you at [Hotel Name] in the future.

Sincerely,

[Your Name]

[Your Position]

[Hotel Name]

[Hotel Contact Information]