

# Room Cancellation Terms and Conditions

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

**Dear [Guest Name],**

Thank you for choosing [Hotel Name] for your stay. We understand that plans may change, and we want to make the cancellation process as clear as possible. Please find below our cancellation terms and conditions:

## **Cancellation Policy:**

- Cancellations made more than [X] days before check-in will receive a full refund.
- Cancellations made [X] to [Y] days before check-in will incur a [percentage]% cancellation fee.
- Cancellations made less than [Y] days before check-in will forfeit the full payment.

## **No Show Policy:**

If a guest fails to arrive on the scheduled check-in date without prior notice, the reservation will be considered a "no show," and the full payment will be charged.

## **Modifications:**

Requests to modify a reservation must be made at least [X] days in advance of the check-in date to avoid cancellation fees.

## **Contact Information:**

If you need to cancel or modify your reservation, please contact us at [Phone Number] or [Email Address].

We appreciate your understanding and look forward to welcoming you to [Hotel Name] in the future.

**Sincerely,**

[Your Name]

[Your Position]

[Hotel Name]