

# Cancellation Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you that your car rental reservation with us, scheduled for [Insert Rental Dates], has been successfully cancelled as per your request.

Reservation Details:

- Reservation Number: [Insert Reservation Number]
- Pick-up Date: [Insert Pick-up Date]
- Return Date: [Insert Return Date]
- Vehicle Type: [Insert Vehicle Type]

If you have already made any payment, please allow [Insert Time Frame] for the refund process. If you have any questions, feel free to reach out to us at [Insert Contact Information].

Thank you for choosing [Car Rental Company Name]. We hope to serve you in the future.

Sincerely,

[Your Name]

[Your Position]

[Car Rental Company Name]

[Contact Information]