

Cancellation Notice

Date: [Insert Date]

To: [Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to formally notify you of the cancellation of my hotel reservation.

Reservation Details:

Confirmation Number: [Insert Confirmation Number]

Name: [Your Name]

Check-in Date: [Insert Check-in Date]

Check-out Date: [Insert Check-out Date]

Unfortunately, due to unforeseen circumstances, I am unable to proceed with my planned stay at your hotel. I kindly request you to confirm the cancellation of my reservation at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]