

# Reservation Cancellation Notice

Dear [Recipient's Name],

We regret to inform you that your private dining reservation scheduled for [Date] at [Time] has been cancelled. We apologize for any inconvenience this may cause.

If you wish to rebook your reservation or have any questions, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Restaurant Name]