

Booking Cancellation Letter

Dear _____,

I have previously made a booking with your [hotel/restaurant] and would like to cancel it due to [state the reason]. My booking number is _____. Enclosed with this [letter/email] are copied of the booking details and the receipt for your reference.

I am not familiar with the cancellation process, so please advise me if I need to fill some form or if there is some other formality.

As per your policy, there are no cancellation charges if I cancel [one week] prior to the booking date, so I kindly ask you to refund my deposit in full.

Please revert back to me and confirm that my booking has been cancelled. I surely welcome a future opportunity to visit your [hotel/restaurant] and I regret that this has happened as much as you do.

Sincerely,

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