

Booking Cancellation Letter

Dear _____,

This letter is to inform you that I'm cancelling my booking on [some date] due to [reason]. My booking number is _____. For your reference, I enclosed a copies of the booking confirmation letter and the receipt.

Please refund my advance payment at the earliest and also advise if there are any cancellation charges. I hope this [letter/email] is enough to cancel my booking, otherwise please explain the correct procedure.

I appreciate a response from you acknowledging and confirming my request.

I apologize for the inconvenience and I hope that I can make next time.

Sincerely,

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