

Booking Cancellation Letter

Dear _____,

I'm sorry to inform you that I'm forced to cancel my booking on [some date] due to [some reason]. I was really looking forward to [staying at your hotel], but I guess it wasn't meant to be this time around. I regret any inconvenience this may cause. I really appreciate your understanding.

My booking number is _____. Additionally, I enclosed a copy of the booking confirmation that you sent me earlier.

Please confirm that you received my cancellation request and made it process. I remain excited about the prospect of visiting your [hotel/restaurant] in the future if the circumstances allow.

Sincerely,

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