

Booking Cancellation Letter

Dear [Hotel/Airline/Travel Agency],

I am writing this letter to inform you that I need to cancel my booking/reservation with your establishment/company.

Booking/Reservation Details:

Name: [Your Name]

Booking/Reservation Number: [Booking/Reservation Number]

Date of Booking/Reservation: [Date]

Due to unforeseen circumstances, I will no longer be able to honor my booking/reservation on the scheduled date. I apologize for any inconvenience this may cause.

I kindly request that you cancel my reservation and refund any deposit or payment that I may have made. Please let me know the necessary steps that I need to take to ensure that the cancellation and refund process will be smooth and hassle-free.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

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