

Professional cancellation notice

Subject: Booking Cancellation Notice

Dear [Service Provider Name],

I am writing to formally request the cancellation of my booking for [Service / Event Name] scheduled on [Date].

Unfortunately, due to unforeseen circumstances, I will not be able to attend.

Please confirm the cancellation and advise on any applicable refund procedures.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

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