

Cancellation Letter for Property Booking

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Property Developer/Management Company Name]

[Address]

[City, State, Zip Code]

Subject: Cancellation of Property Booking - [Property Address/Booking ID]

Dear [Property Developer/Management Company Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my property booking for [Property Address/Booking ID]. Unfortunately, due to unforeseen circumstances, I am no longer able to proceed with the purchase/booking of the property.

Details of the booking are as follows:

- Property Address: [Full Property Address]
- Booking ID/Reference Number: [Booking ID or Reference Number]
- Booking Date: [Date of Booking]

I understand that there might be applicable terms and conditions related to the cancellation process, and I am prepared to adhere to them accordingly. Kindly inform me about any documents or procedures that are necessary to finalize the cancellation.

Please also advise on the refund process for any payments or deposits made during the booking. I would appreciate it if you could initiate the refund as soon as possible.

I regret any inconvenience caused by this cancellation and want to extend my gratitude for your understanding in this matter. Should circumstances change in the future, I will not hesitate to

consider your properties again.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of the cancellation and details about the refund process.

If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Yours sincerely,

[Your Name] (Signature if submitting a physical letter)

Note: Before sending the cancellation letter, make sure to review the terms and conditions of your property booking agreement. Some agreements might have specific provisions related to cancellations, including possible penalties or refund policies. Adhering to the contractual obligations will help ensure a smoother cancellation process.