

Formal Cancellation Letter for Property Booking

Subject: Cancellation of Property Booking

Dear [Recipient Name],

I am writing to formally request the cancellation of my booking for the property located at [Property Address], scheduled for [Booking Dates].

Due to unforeseen circumstances, I will no longer be able to proceed with the booking. I kindly request confirmation of the cancellation and information regarding any applicable refunds or fees.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

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