Formal Cancellation Letter Requesting Refund

Subject: Booking Cancellation and Refund Request

Dear [Recipient Name],

I am requesting the cancellation of my booking for [Property Address] scheduled for [Booking

Dates]. I also kindly request information on the refund process for any deposits paid.

Your prompt confirmation will be greatly appreciated.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/cancellation-letter-for-property-booking