

Hotel Reservation Cancellation Message

Subject: Cancellation of Hotel Booking

Dear [Hotel Name/Reservation Desk],

I would like to cancel my hotel reservation under the name [your name], booked for [check-in date] through [check-out date]. The confirmation number is [number].

Please confirm that the cancellation has been processed and inform me if there are any cancellation fees or refund conditions I should be aware of.

Thank you for your assistance.

Kind regards,

[Your Name]

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