

Car Booking Cancellation Letter

Dear [Car Rental Company],

I am writing to request the cancellation of my car booking that was scheduled for [date of reservation] under the name [your name]. Unfortunately, I will no longer require the car rental services due to unforeseen circumstances.

I understand that your company has a cancellation policy, and I am willing to adhere to any terms and conditions outlined in my booking agreement. Please let me know if there are any fees or penalties associated with cancelling my reservation, and I will promptly make any necessary payments.

I apologize for any inconvenience this may cause, and I hope to use your car rental services in the future. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]