

Car Booking Cancellation Letter

Dear [Car Agency Name],

This is with reference to my car booking [number xyz] that I made on [some date]. I'm sorry to inform you that I won't be able to make it due to [some reason], hence I would like to cancel my booking. I apologize for any inconvenience resulting from this decision.

I kindly ask you to acknowledge the receiving of my request and to confirm the cancellation of my booking. I really hope to make it some other time should the opportunity arise.

Sincerely,

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