## **Car Booking Cancellation Letter**

Dear [Car Agency Name],

I'm sorry to inform you that I'm forced to cancel my booking on [some date] due to [some reason]. I
regret any inconvenience this may cause. I really appreciate your understanding.
My booking number is Additionally, I enclosed a copy of the booking confirmation that
you've sent me earlier.
Please confirm that you've received my cancellation request and have put it in process.
Sincerely,

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