

Hotel Booking Or Reservation Cancellation Letter

Dear [Hotel Name],

I am writing to inform you that I need to cancel my booking/reservation at your hotel, which was scheduled for [arrival date] to [departure date]. Unfortunately, due to unforeseen circumstances, I will no longer be able to stay at your hotel on these dates.

I apologize for any inconvenience this may cause, and I would like to request that you please cancel my booking and refund any deposit or payment made in advance. The booking was made under the name [Name], and the confirmation number is [Confirmation Number].

I would appreciate it if you could confirm the cancellation and refund via email or phone as soon as possible. Thank you for your understanding.

Sincerely,

[Your Name]