

Informal email cancellation request

Subject: Request to Cancel My Booking

Hi [Hotel Reception/Manager],

I hope you're doing well. I booked a room under [Your Name], reservation number [Reservation Number], for [Dates], but unfortunately, I won't be able to make it. Could you please cancel my booking and confirm if any refund is available?

Thanks a lot for your help!

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/hotel-booking-or-reservation-cancellation-letter>