

Urgent cancellation due to emergency

Subject: Urgent Cancellation of Reservation

Dear [Hotel Manager's Name],

I urgently need to cancel my hotel reservation under [Your Name], reservation number [Reservation Number], due to a sudden emergency. The booking was scheduled from [Start Date] to [End Date].

I apologize for the inconvenience and would appreciate your confirmation of the cancellation and information regarding any applicable charges.

Regards,

[Your Name]

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