

Professional corporate cancellation

Subject: Cancellation of Hotel Booking for [Company Name]

Dear [Hotel Manager's Name],

On behalf of [Company Name], I request the cancellation of our booking under reservation number [Reservation Number], originally scheduled for [Dates]. Changes in our corporate schedule require this cancellation.

Please confirm the cancellation and provide details on any refund or charges applicable.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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