

Empathetic cancellation communication

Subject: Hotel Booking Cancellation

Dear [Hotel Manager's Name],

I regretfully need to cancel my booking under the name [Your Name], reservation number [Reservation Number], due to unforeseen personal matters. I was looking forward to staying at your hotel, and I apologize for any inconvenience caused.

I would be grateful if you could confirm this cancellation and advise on any refund that may be available.

Warm regards,

[Your Name]

Get more templates here:

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