

Cancellation for multiple guests

Subject: Group Booking Cancellation Request

Dear [Hotel Manager's Name],

I am writing to cancel our group booking under reservation number [Reservation Number], for [Number of Guests] guests, scheduled from [Start Date] to [End Date]. Due to changes in our travel plans, we are unable to stay at your hotel.

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

Sincerely,

[Your Name]

[Contact Information]

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