

House Booking Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Hotel or Accommodation Name]

[Address]

[City, State, Zip Code]

Subject: Cancellation of House Booking

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I need to cancel my house booking that was scheduled for [Check-in Date] to [Check-out Date]. The booking was made under the name of [Your Name] and the confirmation number is [Booking Confirmation Number].

Unfortunately, due to unforeseen circumstances, I am unable to proceed with my travel plans on the mentioned dates. I understand that this cancellation might cause inconvenience and I sincerely apologize for any disruption it may cause to your scheduling.

To comply with the terms and conditions of the booking, I kindly request a full refund of the deposit amount made at the time of reservation. The original payment was made through [Payment Method], and I would appreciate it if the refund could be processed through the same method.

Please find below the details of the booking for your reference:

- Name on the Booking: [Your Name]
- Booking Confirmation Number: [Booking Confirmation Number]
- Check-in Date: [Check-in Date]

- Check-out Date: [Check-out Date]

- Total Number of Guests: [Number of Guests]

I understand that there might be a cancellation fee, and I am prepared to bear that cost as per the terms and conditions of the booking.

I kindly request you to acknowledge this cancellation request as soon as possible and provide me with the details of the refund process and the amount that will be refunded.

I apologize for any inconvenience this cancellation may cause and appreciate your understanding in this matter. I have always enjoyed my stays at [Hotel or Accommodation Name], and I hope to rebook with you in the future when circumstances permit.

Thank you for your prompt attention to this matter. Should you require any further information or documentation from my end, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your swift response.

Sincerely,

[Your Name]