

Professional house booking cancellation letter template

Subject: Cancellation of House Booking

Dear [Recipient Name],

I am writing to formally request the cancellation of my booking for the property located at [Property Address], scheduled for [Booking Dates]. Due to unforeseen personal reasons, I am unable to proceed with my reservation at this time.

Please confirm the cancellation and advise on the refund process for any advance payment made. I apologize for any inconvenience caused and appreciate your understanding.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Contact Information]

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