

Casual house booking cancellation email template

Subject: Change of Plans â€” Booking Cancellation

Hi [Recipient Name],

I hope you are doing well. I wanted to let you know that I need to cancel my booking for [Property Address] on [Booking Dates]. Some unexpected changes in my schedule have made it impossible for me to go ahead with the stay.

Please confirm the cancellation and let me know if there are any formalities I need to complete.

Thanks a lot for your help!

Best,

[Your Name]

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