

Heartfelt house booking cancellation letter template

Subject: Regretful Cancellation of Booking

Dear [Recipient Name],

It is with regret that I must cancel my booking for [Property Address] on [Booking Dates]. I was really looking forward to this stay, but personal matters have made it impossible for me to proceed.

I sincerely apologize for any inconvenience this may cause and hope to rebook in the future when circumstances allow. Please confirm the cancellation and any refund procedures.

Thank you for your understanding.

Kind regards,

[Your Name]

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