

Formal reservation cancellation letter template

Subject: Cancellation of Reservation “ [Reservation Number]

Dear [Recipient Name],

I am writing to formally cancel my reservation at [Hotel/Restaurant/Event] scheduled for [Date] under the name [Your Name] and reservation number [Reservation Number].

Please confirm the cancellation and advise if any refund or charges apply. I apologize for any inconvenience caused and appreciate your assistance in this matter.

Sincerely,

[Your Name]

[Contact Information]

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