

Casual reservation cancellation email template

Subject: Need to Cancel My Reservation

Hi [Recipient Name],

I hope you're well. I need to cancel my reservation at [Hotel/Restaurant/Event] on [Date] under the name [Your Name]. Could you please confirm the cancellation?

Thank you for your help!

Best,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/reservation-cancellation-letter>