

Heartfelt reservation cancellation letter template

Subject: Cancellation of Upcoming Reservation

Dear [Recipient Name],

It is with regret that I must cancel my reservation at [Hotel/Restaurant/Event] scheduled for [Date].

Circumstances beyond my control prevent me from attending, and I sincerely apologize for any inconvenience.

I hope to visit in the future and would appreciate confirmation of the cancellation at your earliest convenience.

Warm regards,

[Your Name]

Get more templates here:

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