

## Professional reservation cancellation with refund request template

Subject: Cancellation Request and Refund “ [Reservation Number]

Dear [Recipient Name],

I am writing to cancel my reservation at [Hotel/Restaurant/Event] scheduled for [Date], reservation number [Reservation Number]. Kindly process any applicable refund as per your policy.

Please confirm the cancellation and refund. I appreciate your assistance and understanding.

Sincerely,

[Your Name]

[Contact Information]

**Get more templates here:**

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