

Group reservation cancellation letter template

Subject: Group Reservation Cancellation " [Reservation Number]

Dear [Recipient Name],

I regret to inform you that we must cancel our group reservation at [Hotel/Restaurant/Event] scheduled for [Date], under the name [Group Name] and reservation number [Reservation Number]. Please confirm the cancellation and advise on any policies regarding deposits or fees. Thank you for your understanding.

Sincerely,

[Your Name]

[Contact Information]

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