

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Subject: Cancellation Policy Inquiry

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the cancellation policy related to my recent booking with [Company Name] under the booking reference number [Booking Reference Number].

As per my understanding, I would like to confirm the specifics regarding any potential fees, deadlines for cancellations, and the procedure I should follow should I need to proceed with a cancellation.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]