

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

JW Hotel

[Hotel Address]  
[City, State, Zip Code]

Dear [Hotel Manager's Name or Reservations Department],

Subject: Cancellation of Reservation

I am writing to formally cancel my reservation at your esteemed hotel,  
[Reservation Number], which was scheduled for [Original Check-in Date] to  
[Original Check-out Date].

Due to [brief reason for cancellation, e.g., unforeseen circumstances, a  
change in plans], I regret that I am unable to proceed with my stay.

I kindly ask for confirmation of this cancellation and any information  
regarding potential refunds as per your cancellation policy.

Thank you for your understanding.

Sincerely,  
[Your Name]