

Subject: Cancellation of Reservation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my reservation with the following details:

- Name: [Your Full Name]
- Reservation Number: [Your Reservation Number]
- Date of Reservation: [Reservation Date]

Due to [brief reason for cancellation, if desired], I am unable to proceed with my booking. I would appreciate your confirmation of the cancellation and any applicable refund details.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]

[Your Address] (if necessary)