

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

Dear [Customer Service/Reservation Team],

I am writing to formally cancel my RV rental reservation made on
[Reservation Date] with the reservation number [Reservation Number].

Due to [brief explanation of the reason, e.g., unforeseen circumstances],
I am unable to proceed with my rental plans.

According to your cancellation policy, I would appreciate your assistance
in processing this cancellation and any potential refund for my deposit.
Thank you for your understanding. Please confirm the cancellation at your
earliest convenience.

Sincerely,
[Your Name]