

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

Dear [Hotel Manager's Name],

Subject: Cancellation of Hotel Booking

I am writing to formally cancel my hotel reservation at [Hotel Name] that was scheduled from [check-in date] to [check-out date]. My booking reference number is [Booking Reference Number].

Due to [reason for cancellation, e.g., unforeseen circumstances, change of plans], I am unable to fulfill my reservation.

Please confirm the cancellation of my booking and any applicable refund or cancellation policy information at your earliest convenience.

Thank you for your understanding.

Sincerely,  
[Your Name]