

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

Subject: Cancellation of XUV Reservation

Dear [Recipient's Name or "Customer Service Team"],
I am writing to formally request the cancellation of my reservation for the XUV, which I made on [Reservation Date]. My reservation number is [Reservation Number].

Due to [brief reason for cancellation, if desired], I am unable to proceed with the purchase at this time. I kindly ask you to process my cancellation and confirm that any deposits or payments made will be refunded to me.

Thank you for your assistance in this matter. Please let me know if you need any further information to process my cancellation.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]