

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

YHA [Name of the Hostel]
[Hostel Address]
[City, State, Zip Code]

Dear YHA [Hostel Manager's Name],

Subject: Cancellation Notice for Booking Reference [Booking Reference Number]

I hope this message finds you well. I am writing to formally notify you of my intention to cancel my reservation at YHA [Hostel Name] that was scheduled for [insert dates].

Due to [brief reason for cancellation, if desired], I am unable to proceed with my plans. According to your cancellation policy, I am providing this notice to ensure proper communication.

Please confirm the cancellation of my reservation and inform me of any necessary steps for processing refunds, if applicable.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]