

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

Dear [Hotel Manager's Name or "To Whom It May Concern"],
I am writing to formally notify you of the cancellation of my reservation at [Hotel Name] for the dates of [insert reservation dates]. My reservation number is [insert reservation number].

Due to [briefly explain reason for cancellation, e.g., unforeseen circumstances, travel restrictions, etc.], I am unable to proceed with my stay. I understand the hotel's cancellation policy, and I hope to receive a confirmation of this cancellation at your earliest convenience.

Please let me know if there are any additional steps required on my part or if you need any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]