

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

Dear [Host's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I need to cancel my reservation for your property [Property Name] scheduled for [Check-in Date] to [Check-out Date]. Due to [brief explanation of reason, e.g., unforeseen circumstances, travel restrictions, personal matters], I am unable to proceed with my plans. I understand the impact of cancellations and appreciate your understanding in this matter.

Please let me know if you need any additional information from my side. Thank you for your hospitality, and I hope to have the opportunity to stay at your property in the future.

Warm regards,

[Your Name]  
[Reservation Confirmation Number]