## **Booking Cancellation Letter**

Dear,
This letter is to inform you that I'm cancelling my booking on [some date] due to [reason]. My
booking number is For your reference, I enclosed a copies of the booking confirmation
letter and the receipt.
Please refund my advance payment at the earliest and also advise if there are any cancellation
charges. I hope this [letter/email] is enough to cancel my booking, otherwise please explain the
correct procedure.
I appreciate a response from you acknowledging and confirming my request.
I apologize for the inconvenience and I hope that I can make next time.
Sincerely,

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