Booking Cancellation Letter

| Dear, |
|---|
| I'm sorry to inform you that I'm forced to cancel my booking on [some date] due to [some reason]. I |
| was really looking forward to [staying at your hotel], but I guess it wasn't meant to be this time |
| around. I regret any inconvenience this may cause. I really appreciate your understanding. |
| My booking number is Additionally, I enclosed a copy of the booking confirmation that you |
| sent me earlier. |
| Please confirm that you received my cancellation request and made it process. I remain excited |
| about the prospect of visiting your [hotel/restaurant] in the future if the circumstances allow. |
| Sincerely, |
| |

Get more templates here: https://www.lettersandtemplates.com/letters/booking-cancellation-letter