Friendly message for cancelling booking

Subject:	Need	to Car	ncel My	Booking
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Hi [Service Provider Name],

I hope you're doing well. I need to cancel my booking for [Service / Event Name] on [Date].

Sorry for any inconvenience this may cause. Please let me know if there's anything I need to do regarding a refund.

Thanks,

[Your Name]

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