

Car Booking Cancellation Letter

Dear [Car Agency Name],

I'm sorry to inform you that I'm forced to cancel my booking on [some date] due to [some reason]. 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 youâ€™ve sent me earlier.

Please confirm that youâ€™ve received my cancellation request and have put it in process.

Sincerely,

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