

Professional cancellation of a car booking

Subject: Cancellation of Car Booking

Dear [Car Rental/Dealer Name],

I am writing to formally request the cancellation of my car booking made on [Booking Date] for [Car Model] under booking reference number [Reference Number].

Due to unforeseen circumstances, I am unable to proceed with the booking and kindly request confirmation of the cancellation. Please let me know if there are any applicable fees or procedures to complete this process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

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