

## Personalized cancellation with apologies

Subject: Sincere Apologies and Booking Cancellation

Dear [Car Rental/Dealer Name],

I regret to inform you that I must cancel my car booking for [Car Model] on [Date]. Circumstances beyond my control prevent me from using the booking.

I truly apologize for any inconvenience this may cause and hope to avail of your services in the future. Thank you for your understanding.

Warm regards,

[Your Name]

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