

# Reservation Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Hotel/Resort Name]

[Address]

[City, State, Zip Code]

Subject: Reservation Cancellation - [Reservation Number]

Dear [Hotel/Resort Manager],

I hope this letter finds you well. I am writing to regretfully inform you that I need to cancel my reservation at your esteemed establishment, which was booked for [check-in date] to [check-out date]. My reservation number is [Reservation Number].

I sincerely apologize for any inconvenience this may cause and understand that this cancellation might affect your schedule and bookings. Unfortunately, due to unforeseen circumstances, I have had to change my travel plans. Although I was eagerly looking forward to staying at your hotel/resort, I am left with no choice but to cancel my reservation.

I kindly request the following:

1. Refund: As per your cancellation policy, I would like to request a full refund of the deposit amount I paid at the time of booking. The amount I paid was [amount]. Please process the refund to the original payment method at your earliest convenience.
2. Confirmation: Kindly acknowledge this reservation cancellation request and the initiation of the refund process via email. It would be much appreciated if you could also specify the estimated time it would take for the refund to reflect in my account.

Once again, I apologize for any inconvenience caused and hope to have the opportunity to visit your establishment in the future. I have heard wonderful things about your services and amenities, and I am disappointed that I won't be able to experience them during this trip.

If possible, please provide me with a written confirmation of the reservation cancellation and refund details to ensure that everything is in order.

Thank you for your understanding and cooperation in this matter. I look forward to staying at your hotel/resort on another occasion.

Should you require any further information or documentation from me, please do not hesitate to contact me at [your email address] or [your phone number].

Wishing you continued success and many satisfied guests.

Sincerely,

[Your Name]