

Letter to Cancel a Reservation

This package contains:

1. Instructions & Checklist for Letter to Cancel a Reservation
2. Reservation Cancellation Letter

Instructions & Checklist for Letter to Cancel a Reservation

- This package contains (1) Instructions & Checklist for a Letter to Cancel a Reservation; and (2) Reservation Cancellation Letter;
- This form is designed to assist you in drafting a letter for when you would like to cancel a previously made reservation.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I made a reservation to [Insert type of Reservation - i.e. book a room, rent a car, etc.] on [Date].

Unfortunately, my plans have unexpectedly changed, and I must cancel my reservation. I sincerely apologize for the inconvenience. Please return my deposit as quickly as possible. *[Delete previous sentence if no deposit was required].*

Thank you for your understanding in this matter, and I hope to do business with you in the future.

Sincerely,

[Your Name]