

Vacation Reservation Cancellation Letter

John Parker

Skyways Industries

Block 22C St. Fleet Avenue, San Francisco

30th November 2016

Mr. Paul Smith

Operations Manager

Crescent and Star Hotel

26 St, Blue Moon Enclave, New York

Dear [Recipients Name],

I regret to inform you that I need to cancel my vacation reservation on 10th December 2017. I have an urgent business trip to foreign due to which I would be unable to spend my vacations over there. I strongly apologize for any inconvenience caused due to cancellation. Please let me know if you have any reservation cancellation form. I will surely follow all the terms and conditions. If your hotel has any charges of cancellation, I will pay them. Please guide me with all the correct terms and procedures. Also, I would request you to refund my advanced reservation charges which I have submitted 10 days ago. I will be visiting your hotel in future under favorable circumstances as it being the best in the town. Please acknowledge my letter and confirm my request.

Thank you for your kindness and cooperation

Sincerely,

John Parker.

General Manager, Skyways Industries