

Fax:

Hotel Name
Address

from ~~Agent Name Bruno Kretz~~
tel +66
fax +66
e-mail
date 6 February, 2020

to Person who made cancellation
company
fax
e-mail

Cancellation of Reservation

Reservation number

Dear **Mr. / Mrs. /Ms. Name**

Further to your request, we have cancelled the following reservation:

Guest Name:

Arrival Date:

Departure Date:

Please note your Cancellation Number:

Cancellation Number:

We are looking forward to assisting you in the future. Should you require any further information, please do not hesitate to contact us.

Yours Sincerely,
Name of Agent

Please return a signed and stamped copy of this cancellation: