Sample of Refund Request for an Hotel Reservation

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

I am [Your Name]; I am writing to claim a refund of the reservation that I made with your Hotel on [Date]. I made the reservation following the need to journey to [place] for a business trip but unfortunately, my schedule for the trip changed and I had to cancel the trip.

Please, I will like that this request is accepted and approved for a fast refund.

Thank you very mush

Yours Sincerely,

[Your Name]