

# Reservation Cancellation Waiver

This Reservation Cancellation Waiver ("Waiver") is made between:

**Guest Name:**

**Reservation Number:**

**Date of Reservation:**

**Property/Service Booked:**

## Cancellation Policy Waiver

By signing below, the guest requests to cancel the above reservation and acknowledges that, upon approval, any penalty fees or forfeitures outlined in the standard cancellation policy may be waived as a courtesy.

This waiver is subject to management approval and does not guarantee a refund of any previously collected fees unless specifically stated.

**Reason for Cancellation:**

**Guest Signature:**

**Date:**

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**For Official Use Only:**

**Approved By:**

**Date Approved:**