How to cancel a reservation in OpenTable

This guide shows you how to cancel a reservation in OpenTable from the app or the website. You find the booking in your account, cancel it, and then check the confirmation email OpenTable sends you.

Prerequisites

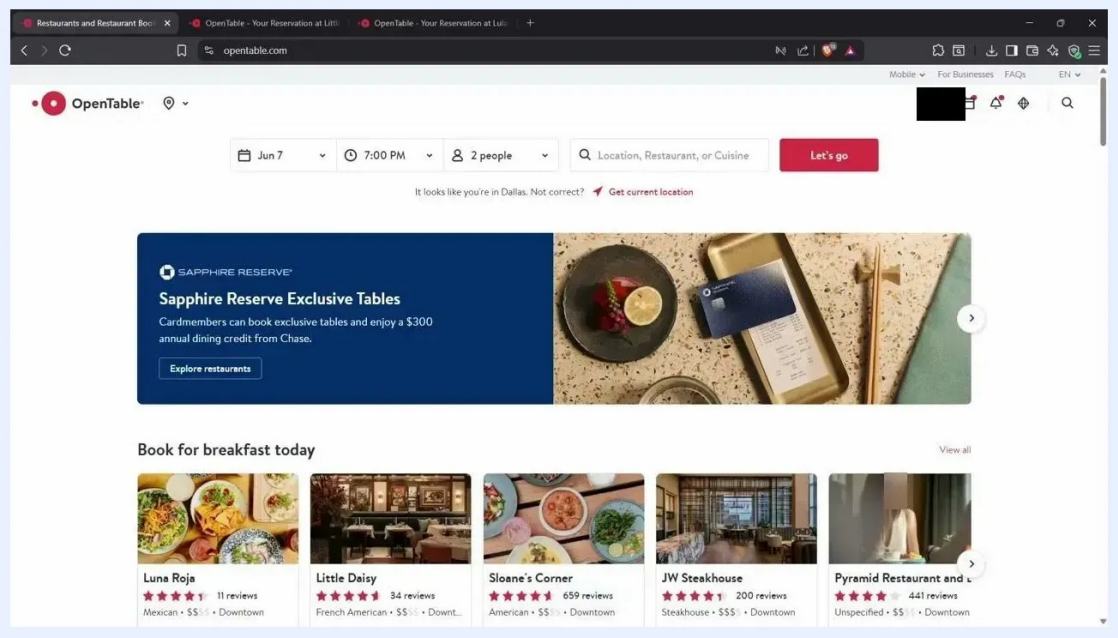
Before you start, make sure you have the following:

- The OpenTable app on your phone, or access to opentable.com in a web browser
- The OpenTable account you used to book the reservation
- Access to the email inbox linked to your account

Steps

1. Open OpenTable

Open the OpenTable app on your phone, or go to opentable.com in your web browser. Either method works, so choose whichever is more convenient.



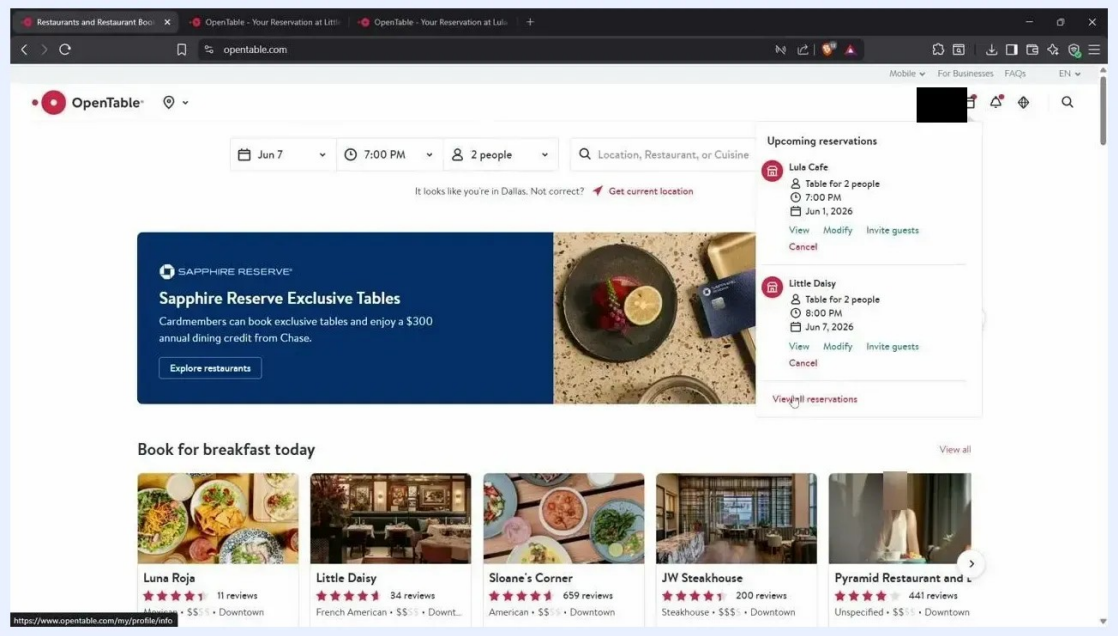
OpenTable logo displayed on a black background, indicating the start of the process

2. Sign in to your account

Sign in with the same account you used to book the reservation. If you sign in with a different account, your reservation may not appear in your list.

3. Open your account menu to find your reservations

Click your profile icon, usually in the top right corner, to open your account menu. In the dropdown menu, select **My Dining History** or a similar option to view your reservations.

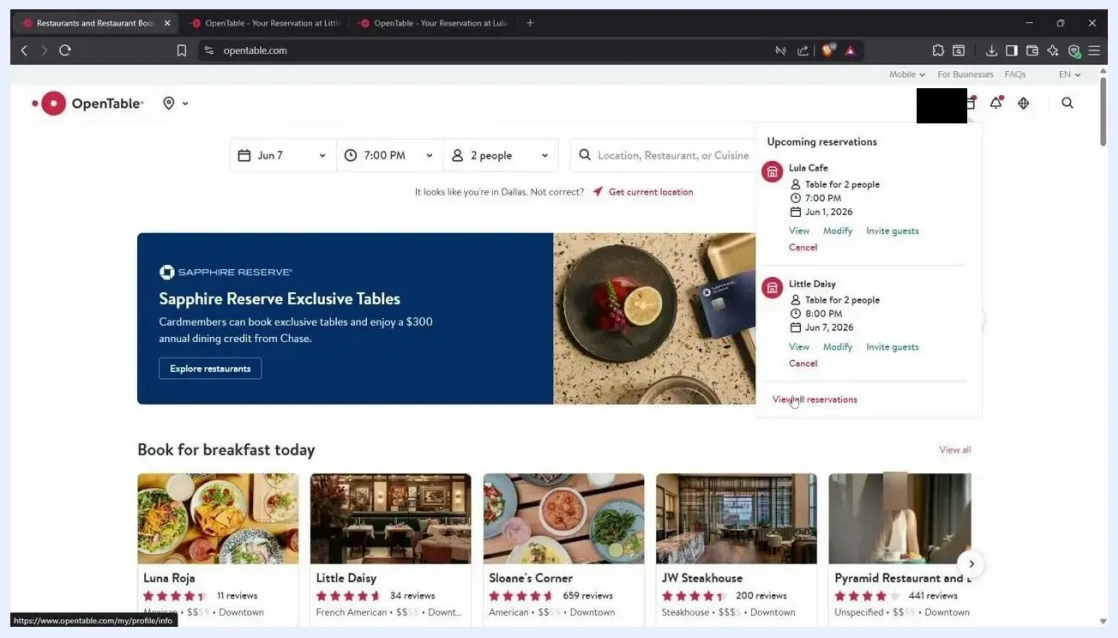


The OpenTable homepage with the profile dropdown open, showing My Profile, My Dining History, My Saved Restaurants, and Sign out

4. Find the reservation you want to cancel

In the **Upcoming reservations** section, find the reservation you want to cancel. Each reservation has options to view, modify, invite guests, or cancel.

Check the restaurant name, date, and time to make sure you cancel the correct booking. This matters most if you have several reservations saved. In the example, the list shows Lula Cafe (table for 2, 7:00 PM, Jun 1, 2026) and Little Daisy (table for 2, 8:00 PM, Jun 7, 2026).



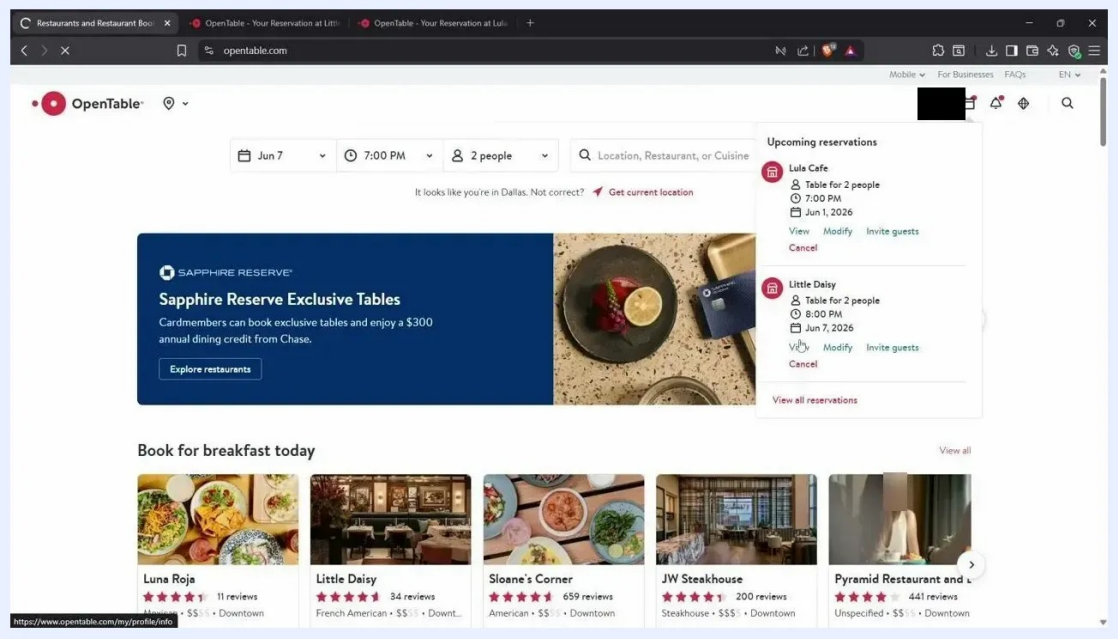
The Upcoming reservations dropdown showing two reservations, Lula Cafe and Little Daisy, each with View, Modify, Invite guests, and Cancel options

Click the reservation you want to cancel to open its details page.

5. Cancel your reservation in OpenTable

On the reservation details page, find and click the **Cancel** button. It is typically next to options such as **Modify** and **Add to calendar**. If prompted, confirm by selecting **Confirm Cancel**.

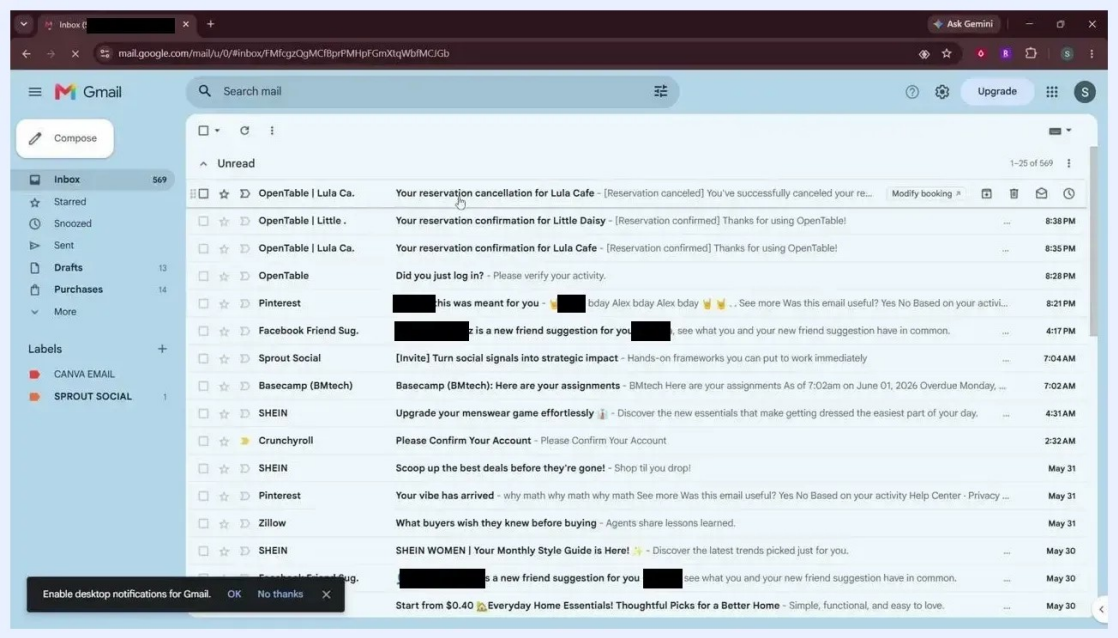
Cancel as early as possible. Some restaurants have specific cancellation policies or fees for late changes, so canceling early helps you avoid potential charges.



The reservation details page for Lula Cafe, with the Cancel button next to Modify and Add to calendar

6. Check your email for the cancellation confirmation

Open your email client, such as Gmail, and look for a new message from OpenTable. The subject line reads "Your reservation cancellation for Lula Cafe." This email is your proof that the reservation was canceled.

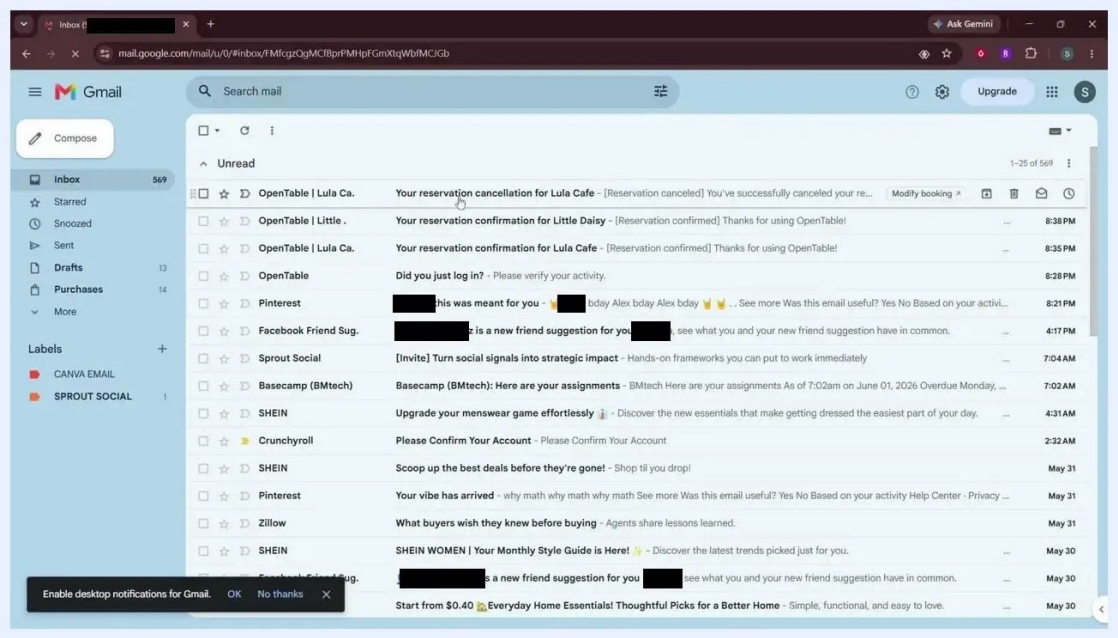


A Gmail inbox with a new OpenTable email titled "Your reservation cancellation for Lula Cafe" at the top of the unread messages

If you don't see the email in your inbox, check your spam or junk folder in case it was filtered there.

7. Review the confirmation details

Open the email to review the details. It shows the restaurant name (Lula Cafe), the date and time, and the status "Reservation canceled." You may also see options to "Modify booking" or "View reservation."



An open Gmail message with the OpenTable cancellation confirmation for Lula Cafe, showing reservation details and a "Reservation canceled" notice

8. Save the confirmation email

Save or archive the confirmation email for your records. Keep it in case you need to reference it for disputes or questions about cancellation policies or fees.

Summary

You now know how to cancel a reservation in OpenTable. Sign in with the account you booked with, find the booking under **Upcoming reservations**, click **Cancel**, and confirm with **Confirm Cancel** if prompted. Then check for the confirmation email and keep it as proof.

What's next

Keep the cancellation confirmation email somewhere you can find it. If a restaurant ever asks about a cancellation policy or fee, you can use it as your record.