

Cancellation of Travel Tour Booking

Date: [Insert Date]

To,

[Travel Agency Name]

[Agency Address]

[City, State, ZIP Code]

Subject: Cancellation of Travel Tour Booking - [Booking Reference Number]

Dear [Travel Agency Representative's Name],

I am writing to formally notify you of the cancellation of my travel tour booking scheduled for [Insert Tour Date] under the name [Your Name] and booking reference number [Booking Reference Number].

Due to [reason for cancellation], I will not be able to attend the tour as planned. According to the terms and conditions provided at the time of booking, I understand that I am entitled to [mention any refund policy, if applicable].

Please confirm the cancellation of my booking and any applicable refunds at your earliest convenience. I would appreciate any information regarding next steps and confirmation via email or phone.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]