

# Travel Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally cancel my upcoming travel plans originally scheduled for [insert travel dates] to [insert destination]. Due to unforeseen work commitments, I regret to inform you that I am unable to proceed with the planned trip.

I understand the importance of timely notifications and apologize for any inconvenience this may cause. If necessary, I would be happy to discuss rearranging or rescheduling the travel plans at a later date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]