

Travel Cancellation Notification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unexpected travel restrictions arising from [specific reason or situation], I am unable to proceed with my planned trip to [Destination] originally scheduled for [Travel Dates].

Given the circumstances, I would like to request the cancellation of my booking with [Travel Agency/Airline/Hotel Name] and seek a full refund for the following reservation:

- Booking Reference: [Insert Booking Reference]
- Traveler Name: [Insert Your Name]
- Travel Dates: [Insert Travel Dates]

I appreciate your understanding in this matter and hope for a swift resolution. Please feel free to contact me at [Your Email] or [Your Phone Number] should you require further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]