

Travel Cancellation Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you that due to unforeseen circumstances, I must cancel my travel plans originally scheduled for [insert travel dates]. I regret any inconveniences this may cause and appreciate your understanding in this matter.

Details of my travel itinerary are as follows:

- Destination: [Insert Destination]
- Flight Number: [Insert Flight Number]
- Hotel Reservation: [Insert Hotel Name]

Please let me know if any additional information is required to process my cancellation, or if there are any fees associated with this change. I hope to have the opportunity to reschedule my trip in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]