

Travel Cancellation Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Travel Agency/Company Name]

[Agency Address]

[City, State, Zip Code]

Dear [Travel Agency/Company Name],

I am writing to formally cancel our upcoming travel reservations due to a family emergency. Our travel was scheduled for [Original Travel Dates] and included [Details of the Trip, e.g., destination, flight numbers, etc.].

Unfortunately, due to unforeseen circumstances involving a family emergency, we are unable to proceed with our plans. I kindly request that you process the cancellation and inform us of any applicable refunds or future credits.

Thank you for your understanding during this difficult time. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information to process this cancellation.

Sincerely,

[Your Name]