

Travel Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Agency Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the cancellation of my travel plans scheduled for [Insert Travel Dates] due to the recent natural disaster, [specify disaster, e.g., hurricane, wildfire, etc.], that has severely affected the area.

My booking reference is [Insert Booking Reference]. I kindly request a full refund for the expenses incurred, as the situation is beyond my control.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]