

Travel Cancellation Letter

Date: [Insert Date]

To,
[Travel Agency/Service Provider Name]
[Agency Address]
[City, State, Zip Code]

Subject: Cancellation of Travel Booking

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my travel booking (Booking Reference Number: [Insert Reference Number]) originally scheduled for [Insert Travel Dates]. Unfortunately, due to unforeseen financial circumstances, I am unable to proceed with my travel plans.

I understand that this may result in cancellation fees as outlined in your policy. I would appreciate any assistance you can provide in minimizing these costs.

Thank you for your understanding and support. I look forward to your prompt response regarding the cancellation process.

Sincerely,
[Your Full Name]
[Your Address]
[Your City, State, Zip Code]
[Your Email Address]
[Your Phone Number]