Travel Cancellation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally notify you of the cancellation of my travel plans due to health reasons. My original itinerary included travel from [Insert Departure City] to [Insert Destination City] from [Insert Start Date] to [Insert End Date].

Unfortunately, I have encountered health issues that prevent me from traveling as scheduled. I have attached medical documentation to support my cancellation request.

According to your cancellation policy, I would appreciate your assistance with the necessary arrangements for reimbursement or credit for my canceled booking.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]