

Travel Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Travel Agency/Airline Name]

[Agency/Airline Address]

[City, State, Zip Code]

Dear [Travel Agency/Airline],

I am writing to formally cancel my travel itinerary due to personal reasons. My booking details are as follows:

Reservation Number: [Insert Reservation Number]

Travel Dates: [Insert Travel Dates]

Destination: [Insert Destination]

Unfortunately, due to unforeseen circumstances, I am unable to proceed with my planned trip. I kindly request a confirmation of this cancellation and any information regarding refunds or future travel credit.

Thank you for your attention to this matter. I appreciate your understanding.

Sincerely,

[Your Name]