

Travel Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally inform you that, due to an unexpected change in my schedule, I must cancel my upcoming travel plans originally scheduled for [Insert Date of Travel]. I sincerely apologize for any inconvenience this may cause.

I kindly request confirmation of this cancellation and any information regarding possible refunds or rescheduling options available.

Thank you for your understanding and assistance in this matter.

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Contact Information]