

Trip Rescheduling Request

Date: [Insert Date]

To: [Travel Agency/Service Provider Name]

Address: [Company Address]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming trip originally planned for [original travel dates], under the reservation number [reservation number].

Due to a family emergency that requires my immediate attention, I find myself unable to travel as scheduled. I kindly ask for your assistance in rescheduling my trip to a later date, ideally between [provide two or three alternative dates].

I understand that there may be fees associated with this change, and I am willing to discuss any necessary adjustments to my itinerary.

Thank you for your understanding in this matter. Please let me know at your earliest convenience about the options available.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]