

# Corporate Travel Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Address]

Dear [Recipient's Name],

We regret to inform you that we must cancel the corporate travel plans for [Trip Destination] originally scheduled for [Travel Dates]. This decision has been made due to [reason for cancellation, e.g., unforeseen circumstances, budget constraints, etc.].

Please ensure that all necessary arrangements are made to cancel any bookings related to this trip, including flights, accommodations, and transportation.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Should you require further assistance or have any questions, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]