

# Travel Booking Cancellation Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally cancel my travel booking for the upcoming business conference scheduled for [Date] in [Location].

Details of the booking are as follows:

- **Name:** [Your Name]
- **Booking Reference Number:** [Reference Number]
- **Accommodation:** [Hotel Name]
- **Flight Details:** [Flight Information]

Due to unforeseen circumstances, I will not be able to attend the conference. Please confirm the cancellation of my booking and any applicable refund procedures.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]