

Travel Booking Cancellation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally cancel the travel booking made for the educational trip scheduled from [Insert Start Date] to [Insert End Date] for [Insert Purpose of Trip]. The booking was done under the name [Insert Booking Name] with the reservation number [Insert Reservation Number].

Unfortunately, due to [reason for cancellation], we are unable to proceed with the trip. We kindly request confirmation of the cancellation and information regarding any potential refund or credit for future travel.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]