

# Travel Booking Cancellation Notice

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agency Manager's Name],

I am writing to formally request the cancellation of our group tour booking made on [Insert Booking Date] for [Insert Tour Destination]. The reservation details are as follows:

- Group Leader: [Your Name]
- Booking Reference Number: [Insert Reference Number]
- Travel Dates: [Insert Travel Dates]
- Number of Participants: [Insert Number]

Due to [briefly state reason for cancellation, e.g., unforeseen circumstances, health issues], we regret to inform you that we need to cancel our travel plans. We kindly request a confirmation of the cancellation and details regarding any applicable cancellation fees or refunds.

Thank you for your understanding, and we hope to plan a future trip with your agency.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]