

Travel Booking Cancellation

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the cancellation of my travel booking due to a last-minute change in my plans. Below are the details of my booking:

- Name: [Your Name]
- Booking Reference Number: [Booking Reference]
- Travel Dates: [Travel Dates]
- Destination: [Destination]

I understand that there may be cancellation fees or policies in place, and I appreciate your understanding in this matter.

Thank you for your prompt attention to this request. I would appreciate a confirmation email regarding the cancellation.

Sincerely,

[Your Name]

[Your Contact Information]