

Travel Booking Cancellation

Date: [Insert Date]

Dear [Travel Agency Name/Hotel Name],

I hope this message finds you well. I am writing to formally cancel my travel booking for a romantic getaway that was scheduled from [Insert Check-in Date] to [Insert Check-out Date]. My reservation number is [Insert Reservation Number].

Due to unforeseen circumstances, we are unable to proceed with our plans. We kindly request a confirmation of this cancellation and any information regarding possible refunds or fees associated with the cancellation.

Thank you for your understanding. We hope to plan a future trip with you at a later date.

Sincerely,

[Your Name]

[Your Contact Information]