

Travel Booking Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Travel Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Travel Agency Name/Agent's Name],

I am writing to formally cancel my travel booking for the solo adventure scheduled from [Start Date] to [End Date]. My booking reference number is [Booking Reference Number].

Due to [brief reason for cancellation, e.g., unforeseen circumstances], I regret to inform you that I will no longer be able to attend the trip.

As per your cancellation policy, I would like to request a full refund of the amount paid. Please let me know if you require any further information or documentation to process my cancellation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]