

# Cancellation of Travel Booking

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the cancellation of my travel booking made for the wedding destination located at [Destination Name], originally scheduled for [Travel Dates].

Booking Details:

- Booking Reference: [Insert Booking Reference]
- Name: [Your Name]
- Email: [Your Email]
- Phone: [Your Phone Number]

Due to unforeseen circumstances, I am unable to attend the wedding. I kindly ask for your assistance in processing this cancellation and any potential refund applicable under your cancellation policy.

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

Sincerely,

[Your Name]