

Travel Booking Cancellation

Date: [Insert Date]

To: [Travel Agency/Hotel Name]

Address: [Agency/Hotel Address]

Subject: Cancellation of Weekend Getaway Booking

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my travel booking for a weekend getaway scheduled from [Start Date] to [End Date]. My booking reference number is [Booking Number].

Unfortunately, due to [reason for cancellation], I am unable to proceed with my travel plans as originally intended.

Please confirm the cancellation of my booking and let me know if there are any further steps I need to take. Additionally, I would appreciate receiving information regarding any applicable cancellation fees or refund options.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]