

Cancellation Request for Travel Agency Services

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agency Manager's Name],

I am writing to formally request the cancellation of my travel reservation (Booking Reference: [Booking Reference Number]) that is scheduled for [Travel Dates]. Due to [reason for cancellation], I am unable to proceed with my travel plans.

Please confirm the cancellation of my booking and inform me of any refund process or fees applicable.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]