

Cancellation Notice

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally cancel my registration for the Travel Seminar scheduled for [Insert Date of Seminar]. My registration details are as follows:

Name: [Your Name]

Email: [Your Email Address]

Registration ID: [Your Registration ID]

Unfortunately, due to [Insert Reason for Cancellation], I will not be able to attend. I kindly request confirmation of my cancellation and information regarding any possible refunds.

Thank you for your understanding. I hope to participate in future events.

Sincerely,

[Your Name]

[Your Contact Information]