

Cancellation of Vacation Travel Booking

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Travel Agency/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Travel Agency/Company Name],

I am writing to formally cancel my vacation travel booking due to unexpected changes in my travel plans. My booking details are as follows:

- Booking Reference Number: [Insert Reference Number]
- Destination: [Insert Destination]
- Travel Dates: [Insert Travel Dates]

I request confirmation of the cancellation and information regarding any applicable refunds or charges.

Thank you for your attention to this matter.

Sincerely,

[Your Name]