

# Cancellation of Vacation Travel Booking

Date: [Insert Date]

Dear [Travel Agency Name/Service Provider],

I hope this message finds you well. I am writing to formally cancel my vacation travel booking due to unforeseen circumstances that have arisen.

Details of the booking are as follows:

- Booking Number: [Insert Booking Number]
- Traveler's Name: [Insert Your Name]
- Destination: [Insert Destination]
- Travel Dates: [Insert Travel Dates]

While I was looking forward to this trip, circumstances beyond my control have made it impossible for me to proceed with my travel plans. I kindly request a confirmation of the cancellation and information regarding any applicable refund process.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Contact Information]