

# Cancellation of Vacation Travel Booking

Date: [Insert Date]

To: [Travel Agency/Service Provider Name]

Address: [Travel Agency Address]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to formally cancel my vacation travel booking originally scheduled for [insert travel dates] due to unforeseen weather conditions.

Despite my eagerness to embark on this trip, the current weather forecasts indicate severe conditions that make travel unsafe. As a responsible traveler, I believe it is in my best interest to prioritize safety.

My booking details are as follows:

- Name: [Your Name]
- Booking Reference Number: [Booking Number]
- Destination: [Travel Destination]

I kindly request a confirmation of the cancellation and information regarding any applicable refund policies. Your understanding in this matter is greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]