

Cancellation of Vacation Travel Booking

Date: [Insert Date]

To: [Travel Agency/Hotel/Service Provider Name]

Address: [Insert Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally cancel our vacation travel booking made under the name [Your Name] with reservation number [Reservation Number]. Due to an unexpected family emergency, we are unable to proceed with our planned trip scheduled for [Insert Travel Dates].

We understand that this cancellation may have implications regarding our booking. Kindly advise us on the cancellation policy and any potential refunds or credits applicable to our situation.

Thank you for your understanding during this difficult time. We appreciate your assistance in processing this cancellation.

Sincerely,

[Your Name]

[Your Contact Information]