

Cancellation of Vacation Travel Booking

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my vacation travel booking due to unforeseen medical reasons.

Below are the details of my booking:

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

I understand that cancellation policies may apply, and I am willing to provide any required documentation from my healthcare provider to support this request.

Thank you for your understanding and assistance in this matter. I look forward to your prompt confirmation of the cancellation.

Sincerely,

[Your Name]

[Your Contact Information]