

Cancellation of Vacation Travel Booking

Dear [Travel Agency/Service Provider's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my vacation booking scheduled for [original travel dates] due to personal reasons.

Here are the details of my booking:

- Booking Reference Number: [Your Booking Reference]
- Name: [Your Full Name]
- Destination: [Travel Destination]
- Number of Travelers: [Number]

I understand the cancellation policy and am aware that I may incur fees associated with this process. Please let me know the next steps and any further information needed to proceed with the cancellation.

Thank you for your assistance and understanding.

Sincerely,

[Your Name]

[Your Contact Information]