

Cancellation of Vacation Travel Booking

Dear [Travel Agency/Hotel Name],

I hope this message finds you well. I am writing to formally request the cancellation of my vacation booking due to unforeseen financial issues that have recently arisen.

My booking details are as follows:

- Name: [Your Name]
- Booking Reference Number: [Booking Number]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

I understand that there may be cancellation fees associated with this request, and I would appreciate any guidance on the process moving forward. Please confirm the cancellation and any applicable policies at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]