

Cancellation of Vacation Travel Booking

Date: [Insert Date]

To: [Travel Agency/Booking Platform Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Travel Agency/Booking Platform Name],

I am writing to formally request the cancellation of my vacation travel booking due to the recent travel restrictions in place. My booking details are as follows:

- Booking Reference Number: [Insert Booking Reference]
- Destination: [Insert Destination]
- Travel Dates: [Insert Travel Dates]

Unfortunately, the ongoing travel restrictions have made it impossible for me to proceed with my travel plans. I kindly request a full refund of the payment made, in accordance with your cancellation policy.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]