

Cancellation Request for Vacation Travel Booking

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Travel Agency/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Travel Agency/Company Name],

I am writing to formally cancel my vacation travel booking made on [Booking Date] for the trip scheduled from [Start Date] to [End Date]. My booking reference number is [Booking Reference Number].

Due to [reason for cancellation, e.g., unforeseen circumstances], I am unable to proceed with the planned trip. According to your cancellation policy, I would like to request a full refund for the amount paid.

Please let me know the next steps to process the refund, and if any additional information or documentation is required from my side.

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

Sincerely,

[Your Name]