

# Vacation Leave Cancellation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally cancel my vacation leave that was scheduled from [start date] to [end date] due to unforeseen circumstances.

My initial plans have changed unexpectedly, and I am unable to take the time off at this moment. I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please let me know if you need any further information or if there are any forms or procedures I should complete regarding this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]