

Cancellation of Vacation Package

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Travel Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to formally cancel my vacation package scheduled for [Insert Date(s)] due to unforeseen circumstances that have arisen.

Booking Reference: [Insert Booking Reference]

While I was looking forward to this trip, unexpected events have made it impossible for me to proceed. I kindly request you to process my cancellation and initiate the refund as per your policy.

I appreciate your understanding and assistance in this matter. Please confirm the cancellation at your earliest convenience.

Thank you for your attention to this request.

Sincerely,

[Your Name]