

# Vacation Package Cancellation Request

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Attention: Customer Service

Dear [Travel Agent's Name],

I am writing to formally request the cancellation of my vacation package booked under the name [Your Name] with the reservation number [Reservation Number]. Due to unforeseen changes in my plans, I regret to inform you that I am unable to proceed with the trip originally scheduled for [Original Travel Dates].

I kindly ask for your assistance in processing this cancellation and any applicable refunds per your cancellation policy. Should you require any additional information or documentation to facilitate this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, ZIP Code]