

Vacation Package Cancellation Request

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agency Contact Name],

I hope this message finds you well. I am writing to formally request the cancellation of my vacation package scheduled for [insert dates] due to personal reasons that require my immediate attention.

My booking reference number is [insert booking reference number]. I understand the cancellation policy and request any necessary refund or future credit as per the terms outlined at the time of booking.

Thank you for your understanding and assistance in this matter. Please confirm the cancellation at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]