

Cancellation of Vacation Package

Date: [Insert Date]

To: [Travel Agency/Company Name]

Address: [Travel Agency Address]

Dear [Travel Agency/Company Name],

I hope this message finds you well. I am writing to formally cancel my vacation package booked under the name [Your Name], with reference number [Booking Reference Number]. Unfortunately, due to unforeseen scheduling conflicts, I am unable to proceed with the planned trip.

I would appreciate it if you could confirm the cancellation and inform me about any potential fees or refund policies associated with this cancellation.

Thank you for your understanding. I hope to plan another vacation with your agency in the future.

Sincerely,

[Your Name]

[Your Contact Information]