

# Cancellation of Vacation Package

Date: [Insert Date]

To: [Travel Agency/Company Name]

Address: [Travel Agency Address]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my vacation package scheduled for [Insert Dates] to [Insert Destination].

Unfortunately, due to current travel restrictions imposed as a result of [specific reason if applicable], I am unable to proceed with my travel plans as initially intended.

My booking reference number is [Insert Booking Reference]. I kindly request a confirmation of the cancellation and information regarding any applicable refund or credit options.

Thank you for your understanding and assistance in this matter. I look forward to hearing back from you soon.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]