

Cancellation of Vacation Package

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Travel Agency/Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally cancel my vacation package due to an unforeseen family emergency. My reservation details are as follows:

Reservation Number: [Insert Reservation Number]

Destination: [Insert Destination]

Travel Dates: [Insert Travel Dates]

Given the circumstances, I kindly request a full refund of the payment made or a credit for future travel. I have attached any necessary documentation regarding this matter.

Thank you for your understanding. I hope to resolve this matter promptly.

Sincerely,

[Your Name]