

Vacation Package Cancellation

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my vacation package, reservation number [Insert Reservation Number], in accordance with your company's cancellation policy.

Due to [Insert Reason for Cancellation], I am unable to proceed with my planned trip initially scheduled for [Insert Dates]. I understand that, per your policy, I am required to provide notice [Insert Notice Period] in advance, and I am doing so.

I would appreciate any assistance you can provide regarding the refund process or any applicable cancellation fees. Please let me know if you require any further information from my side to process this cancellation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]