

# Vacation Package Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Travel Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Travel Agency/Manager's Name],

I am writing to formally request the cancellation of my vacation package scheduled for [insert dates] to [insert destination]. Unfortunately, due to health-related issues, I am unable to proceed with my travel plans at this time.

My booking reference number is [insert booking reference number]. I kindly ask you to process the cancellation and, if possible, provide information regarding any applicable refund policies.

Thank you for your understanding. I look forward to hearing back from you soon.

Sincerely,

[Your Name]