

Cancellation of Vacation Package

Date: [Insert Date]

To: [Travel Agency/Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my vacation package booked under the name [Your Full Name] with the booking reference number [Booking Reference Number].

Due to [reason for cancellation], I am unable to proceed with my planned trip. According to your cancellation policy, I would like to request a full refund for the amount of [amount paid] that was charged to my credit card on [date of transaction].

I have attached all relevant documents pertaining to my booking for your reference.

Thank you for your attention to this matter. I look forward to receiving confirmation of my cancellation and refund at your earliest convenience.

Sincerely,

[Your Full Name]

[Your Address]

[Your Email Address]

[Your Phone Number]