

Cancellation Request

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Subject: Request for Cancellation of Vacation Package

Dear [Travel Agency 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 Name], with the booking reference number [Booking Number].

The details of the vacation package are as follows:

- Destination: [Destination]
- Travel Dates: [Travel Dates]
- Number of Travelers: [Number of Travelers]

Due to [reason for cancellation], I am unable to proceed with my travel plans. I kindly request that you process my cancellation and inform me about any applicable cancellation fees and the refund process, if applicable.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]