

Business Travel Itinerary Cancellation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for cancellation], we must unfortunately cancel the travel itinerary previously arranged for [Travel Dates].

The details of the itinerary are as follows:

- Departure: [Departure Date and Time]
- Return: [Return Date and Time]
- Destination: [Destination]
- Accommodation: [Hotel Name and Details]

We understand the inconvenience this may cause and appreciate your understanding in this matter. Please let us know if you need to discuss this further or if you require any assistance in rescheduling.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]