

# Travel Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to officially inform you that due to unforeseen circumstances, I must cancel my travel plans for the upcoming business engagement scheduled on [Insert Date of Engagement] in [Insert Location].

I regret any inconvenience this may cause and appreciate your understanding in this matter. If possible, I would like to discuss rescheduling our meeting at a later date. Please let me know your available times to reconvene.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]