

Air Travel Cancellation Update

Dear [Recipient's Name],

We regret to inform you that your upcoming flight [Flight Number] scheduled on [Date] has been cancelled due to [reason for cancellation].

We understand that this may cause inconvenience and are here to assist you with the next steps. You may choose to:

- Rebook your flight at no additional charge
- Request a full refund
- Make changes to your travel itinerary

Please contact our customer service at [Customer Service Phone] or email us at [Customer Service Email] for assistance.

We sincerely apologize for the disruption to your travel plans and appreciate your understanding.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]