

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Travel Agency/Hotel/Flight Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Customer Service"],
I hope this message finds you well. I am writing to formally request the
cancellation of my travel reservation [Reservation Number], originally
scheduled for [Dates of Travel].

Due to [brief explanation of the reason for cancellation, if comfortable
sharing], I am unable to proceed with my plans.

I would appreciate your assistance in processing this cancellation and
informing me about any potential refund or applicable fees.

Thank you for your understanding and support. I look forward to your
prompt response.

Warm regards,
[Your Name]