

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the cancellation of my upcoming trip scheduled for [Trip Dates] due to [reason for cancellation].

My booking reference number is [Booking Reference Number], and the details of my reservation are as follows:

- Destination: [Destination]
- Departure Date: [Departure Date]
- Return Date: [Return Date]

I understand that, according to your cancellation policy, I may be eligible for a [full refund/partial refund/credit for future travel], and I would appreciate your assistance in processing this request.

Please confirm the cancellation and any next steps I should follow. If you need any further information or documentation, do not hesitate to contact me.

Thank you for your understanding and support.

Sincerely,

[Your Name]