

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

Subject: Trip Cancellation Request

Dear [Company Name/ Customer Service],

I hope this message finds you well. I am writing to formally request the cancellation of my trip booked on [Booking Date] with the booking reference number [Booking Reference Number].

Due to [Reason for Cancellation, e.g., personal circumstances, health issues], I am unable to proceed with my travel plans.

According to your cancellation policy, I would like to inquire about the possibility of a refund or any applicable credits towards future travel. Please let me know if you need any further information or documentation to process my request. Thank you for your understanding and assistance.

Sincerely,  
[Your Name]