

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of my trip scheduled for [original trip dates] due to [reason for cancellation].

I understand the importance of timely communication, and I hope this gives you ample time to adjust your arrangements accordingly. My booking reference is [booking reference number], and I kindly request that you confirm the cancellation and inform me about any potential refunds or fees associated with this cancellation.

Thank you for your understanding in this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,
[Your Name]