

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my upcoming cruise reservation [Reservation Number]. Due to [briefly explain reason, e.g., unexpected circumstances, personal reasons, etc.], I am unable to proceed with my travel plans.

As per the cancellation policy stated in the terms of service, I understand that I am entitled to [mention any refund or credit terms applicable]. I kindly ask that you initiate the cancellation process at your earliest convenience and inform me of any necessary steps I need to complete.

I appreciate your understanding and cooperation in this matter. Please confirm the cancellation of my reservation and any associated refund or credit details at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]