

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

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, I must cancel my upcoming trip scheduled for [date(s) of trip] to [destination].

[Briefly explain the reason for cancellation, e.g., medical emergency, family issue, etc.].

I understand the inconvenience this may cause and I apologize for any disruption. Please let me know the steps I need to take regarding any refunds or rescheduling opportunities.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]