

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

[Recipient's Name]  
[Company/Organization 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 international trip scheduled for [original travel dates] to [destination].

Due to [reason for cancellation, e.g., unforeseen circumstances, health issues, etc.], I am unable to proceed with my travel plans.

I would appreciate any assistance you can provide regarding the cancellation process and information on any applicable refund policies. I have included my booking details below for your reference:

- Booking Reference: [Booking Reference Number]
- Name on the Reservation: [Your Name]
- Travel Dates: [Original Travel Dates]
- Destination: [Destination]

Thank you for your understanding. I look forward to your prompt response.

Sincerely,  
[Your Name]