

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my trip that was scheduled for [original trip date(s)] due to [brief reason for cancellation, e.g., unforeseen circumstances, illness, etc.].

I sincerely apologize for any inconvenience this may cause. I was very much looking forward to [mention any specific plans or events related to the trip].

If applicable, I would appreciate any assistance you might provide regarding any arrangements we may have made together. Please let me know if there are any cancellation policies, fees, or further details I should be aware of.

Thank you for your understanding. I hope to reschedule our plans in the future when circumstances allow.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]