

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

Dear [Travel Agency Manager's Name],
Subject: Tour Package Cancellation Request

I hope this message finds you well.

I am writing to formally request the cancellation of my tour package with reference number [Reference Number], originally scheduled for [Tour Dates]. Due to [brief reason for cancellation, e.g., unforeseen circumstances, personal reasons], I am unable to proceed with the trip. According to your cancellation policy, I understand that I may be eligible for a refund of [any applicable refund amount or mention non-refundable amounts]. Please confirm the process for the cancellation and the timeline for any potential refund.

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

Sincerely,
[Your Name]