

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

Dear [Travel Agent's Name],

I hope this message finds you well.

I am writing to formally request the cancellation of my travel arrangements booked through [Travel Agency's Name]. The details of my trip are as follows:

- Traveler Name: [Your Name]
- Booking Reference Number: [Booking Reference Number]
- Trip Dates: [Start Date] to [End Date]
- Destination: [Destination]

Due to [reason for cancellation, e.g., unforeseen circumstances, personal emergencies, etc.], I am unable to proceed with my travel plans. I kindly ask that you initiate the cancellation process and inform me about any applicable fees or refund policies associated with this booking.

Thank you for your assistance in this matter. I appreciate your prompt attention to my request and look forward to hearing from you soon.

Sincerely,

[Your Name]