

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

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

Dear [Recipient 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 [original trip dates] to [destination].

The reason for this cancellation is [brief explanation of the unforeseen reason, e.g., a medical emergency, personal matters, etc.]. I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please let me know if there are any steps I need to take regarding reservations, refunds, or changes.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]