

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

Dear [Travel Agency/Company Name],
I hope this message finds you well.

I am writing to formally request the cancellation of my upcoming vacation scheduled for [original travel dates] due to unforeseen illness.

Unfortunately, I have been advised by my physician to refrain from travel at this time.

My reservation details are as follows:

- Name: [Your Name]
- Confirmation Number: [Confirmation Number]
- Destination: [Travel Destination]

I kindly ask for your understanding and support in processing this cancellation. Please let me know if there are any necessary steps I should take or forms I need to complete. Additionally, I would appreciate any information regarding refunds or credits that may be available.

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

Sincerely,
[Your Name]