

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Provider's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my scheduled trip with [Service Name or Booking Reference] originally set for [Date]. Due to [brief reason, e.g., unforeseen circumstances], I am unable to proceed with my plans.

I appreciate the services you provide and I apologize for any inconvenience this may cause. Please let me know if there are any cancellation fees or procedures I should be aware of.

Thank you for your understanding. I hope to have the opportunity to book your services in the future.

Warm regards,

[Your Name]