

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of my upcoming business trip scheduled for [original trip dates] to [destination].

Due to [reason for cancellation, e.g., unforeseen circumstances, health issues, scheduling conflicts], I regret to inform you that I will be unable to proceed with the trip as planned.

I apologize for any inconvenience this may cause and appreciate your understanding regarding this matter. If needed, I would be happy to discuss alternative arrangements or rescheduling options at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]