

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally cancel my family vacation reservation for [Destination] scheduled for [Trip Dates] under the booking reference number [Booking Reference Number].

Due to [brief reason for cancellation, e.g., unforeseen circumstances, health issues], we are unable to proceed with our travel plans.

I kindly request confirmation of this cancellation and any information regarding potential refunds or charges associated with this process.

Thank you for your understanding.

Sincerely,
[Your Name]