

Trip Cancellation Letter

Dear [Recipient],

I am writing to inform you that unfortunately, I must cancel my planned trip to [destination] that was scheduled for [date]. Due to unforeseen circumstances, it is no longer possible for me to make the trip.

I apologize for any inconvenience this may cause and hope that you can understand the situation. I have already contacted the airlines and hotel to cancel my reservations. I am aware that there may be cancellation fees, and I am willing to pay these fees as necessary.

Please let me know if there is any further information I can provide or if there are any steps I need to take to complete the cancellation process. I appreciate your understanding in this matter and hope to be able to reschedule this trip in the near future.

Thank you for your time and consideration.

Sincerely,

[Your Name]