

Professional cancellation of trip

Subject: Trip Cancellation Request

Dear [Travel Agent/Tour Operator Name],

I am writing to formally request the cancellation of my trip scheduled from [Start Date] to [End Date].

My booking reference number is [Booking Number].

Kindly confirm the cancellation and provide details regarding any applicable refunds or penalties.

Thank you for your prompt attention.

Sincerely,

[Your Name]

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