Letter expressing regret while cancelling a trip

Subject: Request for Tri	ip Cancellation
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Dear [Tour Operator Name],

It is with regret that I must cancel my trip scheduled for [Dates].

Unfortunately, due to unforeseen personal circumstances, I will be unable to travel.

I sincerely apologize for any inconvenience and hope to reschedule in the future.

Best regards,

[Your Name]

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