

Cancelling a trip for family or group booking

Subject: Family Trip Cancellation Request

Dear [Travel Agency Name],

I am writing to cancel our family trip booked for [Dates].

The booking reference is [Booking Number], and the members included are [List of Names].

Kindly confirm the cancellation and advise on any refund or rescheduling options.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/trip-cancellation-letter>