Letter requesting provisional or conditional cancellation

Subject: Provisional Trip Cancellation Request	
	Dear [Travel Agent Name],
	I may need to cancel my trip scheduled from [Start Date] to [End Date] due to [Reason].
	Please advise on cancellation policies and potential penalties in advance.
	Thank you for your guidance.
	Regards,
	[Your Name]

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