

Corporate Tour Package Cancellation Letter

Date:

To,

Subject: Cancellation of Corporate Tour Package Booking

Dear

I am writing to formally request the cancellation of the corporate tour package booked under the name . Due to , we are unable to proceed with the scheduled tour.

Please initiate the cancellation process and confirm any applicable refund or charges as per your policy.

Attached are the booking details for your reference:

- Booking Reference Number:
- Tour Package Name:
- Booking Date:
- Scheduled Tour Dates:

Kindly acknowledge receipt of this letter and confirm the status of our cancellation request at your earliest convenience.

Thank you for your assistance.

Sincerely,