

Senior Citizen Tour Cancellation Request

Date:

To,

Tour Company Name

Address

Subject: Request for Tour Cancellation

Dear Sir/Madam,

I am writing to request the cancellation of my booking for the senior citizen tour. My booking details are as follows:

Booking Reference Number:

Name:

Tour Package:

Scheduled Tour Date:

Reason for Cancellation:

I kindly request you to process the cancellation at the earliest and inform me about any applicable refund as per company policy. Please let me know if further information is required.

Thank you,

Name:

Contact Number:

Email Address: