

Family Illness Travel Cancellation Request

Date:

To:

Airline/Travel Agency Name

Address:

Company Address

Subject:

Request for Travel Cancellation Due to Family Illness

Dear Sir/Madam,

I am writing to request the cancellation of my upcoming travel booking due to a serious illness in my family. Ple

Booking Details

Full Name:

Booking Reference No.:

Departure Date:

Destination:

Details of Family Illness:

Brief description of family member's illness and relationship

Supporting Documents (if any):

List of attached supporting documents, e.g., medical certificate

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

Your Name

Contact Information (Phone/Email)