# Trip Cancellation Letter

From,

Marlin Erickson

72, Jouslin Street

Atlanta

Date: March 15th, 2016

To,

Louis Stangard

Senior Customer Relations, Goodtimes Travel Agency

Atlanta

Subject: Cancellation of the trip scheduled for April 20th, 2016

Dear Mr. Stangard,

It is with deep regrets that I have to inform you that the trip scheduled for April 20th, 2016, to Malibu for me booked with passport number 501234567, needs to be cancelled. While we were very much looking forwards to the vacation, we would be unable to make it due to the poor medical condition of one of my guests.

According to your cancellation policies, I am entitled to a reimbursement of the total cost minus a deductible $250. I would appreciate it if the payment would be sent to my bank account, the details of which I have attached along with this letter. In case of any queries, please contact me on 575-8793.

I apologize for any inconvenience that this may have caused and await for your response.

Thank you.

Yours sincerely,

Marlin Erickson