

# Casterbridge Tours - Notification of Cancellation

Group Name \_\_\_\_\_

Group Leader \_\_\_\_\_

## Formal Notice of Cancellation:

Date of Notification \_\_\_\_\_

I can advise that the following tour participant will be canceling from our tour. He or she (and his or her family if a minor) is aware of the cancellation implications and any relevant penalties.

Name of Participant \_\_\_\_\_

Does this individual have insurance and wish to pursue a claim? YES \_\_\_\_\_ NO \_\_\_\_\_

Reason for Cancellation \_\_\_\_\_

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Name of Participant \_\_\_\_\_

Does this individual have insurance and wish to pursue a claim? YES \_\_\_\_\_ NO \_\_\_\_\_

Reason for Cancellation \_\_\_\_\_

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Name of Participant \_\_\_\_\_

Does this individual have insurance and wish to pursue a claim? YES \_\_\_\_\_ NO \_\_\_\_\_

Reason for Cancellation \_\_\_\_\_

Please sign below and fax this form to the following number 011 44 1935 815815

Signature of Group Leader \_\_\_\_\_

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## Casterbridge Acknowledgement and Status:

- I can advise that the situation is now formally under review and we will revert back to you at the earliest possible juncture.

Signature of Staff Member \_\_\_\_\_ Date \_\_\_\_\_

- I can now advise you that we have received your notice of a cancellation and have amended the file and tour details accordingly. We will be forwarding you further confirmations in due course.

Signature of Staff Member \_\_\_\_\_ Date \_\_\_\_\_