

# SUN ICE TOURS

## Letter of Tour Cancellation:

Sun Ice Tours, please be advised that:

I, \_\_\_\_\_

Please Print:

wish to cancel my tour with Sun Ice Tours (1983) to:

Tour Name: \_\_\_\_\_ Departure Date: \_\_\_\_\_ 20\_\_

I am cancelling due to: \_\_\_\_\_

I also wish to inform you:

\_\_\_\_ **I purchased** Trip Cancellation/ Tour Package Insurance at time of booking and I am making a claim with my insurance provider. I understand that no Travel Vouchers are being issued for this tour.

\_\_\_\_ **I did not purchase** Trip Cancellation / Tour Package Insurance at time of booking to cover my tour cancellation and understand this tour is **NONREFUNDABLE**.

I also understand that I may gift or sell this tour to another person by finding a replacement passenger before an up until 48 hours prior to departure. **(See replacement passenger form below)**

For our records and to formally cancel your reservation please send us

- This letter for each person cancelling
- Copy of your receipt of payment showing your payment.
- Your Confirmation of Tour Invoice #: *SIT* \_\_\_\_\_

Please submit this information to Sun Ice Tours as soon as possible to facilitate sending you travel documents confirming your cancellation of the tour. Tour cancellation documents can then be submitted to your insurance provider to make a claim in a timely manner. Deposit are just part of the total tour price you contracted at time of making a reservation. If you just pay a deposit and cancel your tour you are still obligated to the balance payment. Final payments are due 60 days prior to departure. If you have not paid the balance within the 60 days and Sun Ice Tours does not receive a formal cancelation within 45 days, Sun Ice Tours Inc. will assume you have not cancelled and will automatically charge your credit card the balance payment. Final payments are due in full 60 days prior to departure unless otherwise stated.

I understand that by submitting this form to Sun Ice Tours I relinquish my obligation to the tour I purchased and their obligation to provide services as set forth in the inclusions of the tour at time of making this reservation. I also acknowledge the terms and conditions posted on their website form part of the tour package I purchased.

Sign: \_\_\_\_\_  
Passenger Cancelling

Sign: \_\_\_\_\_  
For Sun Ice Tours Inc.

Dated: \_\_\_\_\_ 20\_\_

Dated: \_\_\_\_\_ 20\_\_

**Please print, sign, scan and send this form back to us and we will process your cancellation.**

If you did not take trip cancellation insurance and wish to transfer your reservation to another person,



please fill in this form and submit it with your letter of cancellation.

## Replacement Passenger for Tour Cancelled FORM:

This form can only be used up until 48 hours prior to departure.

Sun Ice Tours, be advised that I have canceled my tour as per my **Letter of Cancellation** and I have a replacement passenger to take over my reservation. All funds I submitted to Sun Ice Tours Inc. are to be applied to my replacement passenger. Replacement passenger will be responsible for any outstanding balance payments still owing on my reservation at time of or after transfer. Replacement Passenger will supply payment details for new file and be responsible for obtaining their own insurance on the tour. Insurance is not transferable from original passenger to replacement passenger. Once replacement passenger is confirmed by Sun Ice Tours the transfer will be considered complete and my obligation between myself and Sun Ice Tours will be terminated. Replacement passenger will be liable for all contractual obligations going forward with Sun Ice Tours Inc.

Name of Original Passenger cancelling: \_\_\_\_\_

Tour Name: \_\_\_\_\_

Original Tour Confirmation Invoice # SIT \_\_\_\_\_

As of this date: \_\_\_\_\_, 20\_\_

The following person is taking over my original reservation:

Full Legal Name as it appears on passport: \_\_\_\_\_ Please type or print clearly

Address: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell Ph: \_\_\_\_\_ 2<sup>nd</sup> Ph #: \_\_\_\_\_

Birth Date: Month: \_\_\_\_\_ D: \_\_\_\_\_ Y: \_\_\_\_\_

e-mail: \_\_\_\_\_

Departure Pick Up Location on our itinerary: \_\_\_\_\_

Comments or important information we should know about this person:  
ie: any allergies, preferences, special requests, emergency contacts, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_ 20\_\_

Signature of Original Passenger: \_\_\_\_\_

Please print, sign, scan and send this form back to us and we will process your replacement passenger reservation

