

Concert Ticket Cancellation Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

Concert Organizer's Name: [Organizer's Name]

Company Name: [Company Name]

Address: [Company Address]

City, State, Zip: [Company City, State, Zip]

Subject: Cancellation of Concert Tickets

Dear [Organizer's Name],

I am writing to formally request the cancellation of my concert tickets for [Concert Name] scheduled on [Date] at [Venue]. The order number for my tickets is [Order Number].

Unfortunately, due to [brief explanation of reason for cancellation], I am unable to attend the event.

I would appreciate it if you could process the cancellation and refund the amount charged to my account at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]