

Flight Reservation Cancellation

Date: [Insert Date]

To: [Airline Name]

Address: [Airline Address]

Dear [Airline Customer Service],

I am writing to formally request the cancellation of my flight reservation. Below are the details of my booking:

- Passenger Name: [Insert Full Name]
- Reservation Number: [Insert Reservation Number]
- Flight Number: [Insert Flight Number]
- Scheduled Departure: [Insert Departure Date and Time]
- Departure City: [Insert Departure City]
- Destination City: [Insert Destination City]

Due to [brief reason for cancellation, if desired], I am unable to proceed with my travel plans. I kindly request confirmation of the cancellation and any information regarding a potential refund.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]