

Cancellation of Travel Plans

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Airline/Travel Agency Name]

[Airline/Travel Agency Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally cancel my travel plans that were booked under the non-refundable ticket policy. My booking reference number is [Insert Booking Reference]. The details of my itinerary are as follows:

- Passenger Name: [Insert Name]
- Flight Number: [Insert Flight Number]
- Departure Date: [Insert Departure Date]
- From: [Insert Departure City]
- To: [Insert Destination City]

Due to unforeseen circumstances, I am unable to travel as planned. I understand that my ticket is non-refundable, and I accept the associated terms and conditions. However, I kindly request any potential assistance you may offer regarding future travel credits or options available under these circumstances.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]