

Travel Booking Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Subject: Cancellation of Flight Booking - [Flight Number]

Dear Customer Service,

I am writing to formally request the cancellation of my flight booking with the following details:

- Passenger Name: [Your Name]
- Booking Reference Number: [Booking Reference]
- Flight Number: [Flight Number]
- Departure Date: [Departure Date]

Due to unforeseen circumstances, I am unable to proceed with this travel plan. I kindly request the cancellation of my flight and a full refund, as per your refund policy.

Please confirm the cancellation at your earliest convenience and advise on the next steps regarding the refund process.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]