

# Travel Cancellation Refund Appeal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the denial of my request for a refund for my canceled travel plans pertaining to [specific details of the travel - flight number, booking reference, dates, etc.].

Due to [briefly explain the reason for cancellation - e.g., unforeseen circumstances, personal emergency, etc.], I had to cancel my trip. I submitted my refund request on [date of original request], and I was disappointed to receive a denial response on [date of denial].

According to [mention any applicable policies or agreements], I believe that my situation warrants a reconsideration of the refund request. I have attached relevant documents supporting my case for your review.

I kindly ask that you review my appeal and reconsider my request for a refund. I appreciate your attention to this matter and look forward to a favorable resolution.

Thank you for your time and understanding.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email Address]  
[Your Phone Number]