

Travel Cancellation Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Travel Agency/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Travel Agency/Company Name],

I am writing to formally request a refund for my upcoming travel plans due to unforeseen health issues. My trip was scheduled for [insert travel dates], under the reservation number [insert reservation number].

Unfortunately, I have encountered health problems that prevent me from traveling. I have attached the necessary medical documentation to support my request.

In accordance with your cancellation policy and the circumstances of my situation, I kindly request a full refund of the amount paid for my trip.

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

Sincerely,

[Your Name]