

Travel Cancellation Refund Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Travel Agency/Airline Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to follow up on the status of my refund request for my cancelled travel plans. The booking reference number is [Insert Booking Reference Number]. I initially requested the refund on [Insert Date of Initial Request], and I was informed that the processing time could take [Insert Estimated Time]. However, it has now been [Insert Time Period Since Initial Request], and I have yet to receive any updates regarding my refund.

I kindly request your assistance in expediting the process and providing me with an update at your earliest convenience. Your attention to this matter is greatly appreciated, as I rely on these funds.

Thank you for your assistance.

Sincerely,

[Your Name]