

Travel Cancellation Refund Inquiry

Date: [Insert Date]

To: [Travel Agency/Company Name]

Address: [Travel Agency Address]

From: [Your Name]

Address: [Your Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Travel Agency/Company Name],

I hope this message finds you well. I am writing to inquire about a refund for my cancelled travel reservation under your cancellation policy.

Details of the reservation are as follows:

- Booking Reference Number: [Your Booking Reference]
- Travel Dates: [Start Date] to [End Date]
- Destination: [Travel Destination]

As per your cancellation policy guidelines, I understand that I may be eligible for a refund due to [reason for cancellation]. I would appreciate it if you could provide me with the necessary steps to proceed with this inquiry and the estimated time for processing my refund.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]