

Travel Cancellation Refund Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Travel Agency/Airline Name]
[Agency/Airline Address]
[City, State, Zip Code]

Dear [Customer Service/Recipient's Name],

I am writing to formally request a refund for my travel plans that I need to cancel due to unforeseen circumstances. My travel details are as follows:

- **Booking Reference Number:** [Your Booking Reference]
- **Flight/Travel Dates:** [Original Travel Dates]
- **Destination:** [Travel Destination]

Unfortunately, due to [brief explanation of reason for cancellation, e.g., a family emergency, change in work commitments], I am unable to proceed with my travel plans as scheduled.

According to your cancellation policy, I would like to request a full refund of the ticket price, including any applicable fees. I have attached relevant documents, including proof of purchase and the policy statement.

Please let me know if you require any further information or documentation to process my request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]