

# Travel Cancellation Refund Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Travel Agency/Airline Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

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

- **Booking Reference Number:** [Your Booking Reference]
- **Travel Date:** [Original Travel Date]
- **Destination:** [Travel Destination]

Unfortunately, [brief explanation of the unforeseen circumstances, e.g., medical emergency, natural disaster], forced me to cancel my trip. I have attached any relevant documents that support my request, including [mention any supporting documents, e.g., medical certificates, accident reports].

According to your cancellation policy, I believe I am entitled to a full refund under these circumstances. I kindly ask you to process my refund at your earliest convenience. Please let me know if you need any further information or documentation from my side.

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

Sincerely,

[Your Name]