

Travel Cancellation Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service

[Airline/Travel Company Name]

[Company Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a refund for my recently canceled travel plans. My booking details are as follows:

- Booking Reference: [Insert Booking Reference]
- Flight Number: [Insert Flight Number]
- Travel Dates: [Insert Travel Dates]
- Passenger Name: [Your Name]

Due to [state your reason, e.g., unforeseen circumstances, illness, or travel restrictions], I am unable to proceed with my travel as initially planned. Despite my tickets being labeled as non-refundable, I kindly ask you to consider my situation and provide a refund or a credit for future travel.

I appreciate your understanding and hope for your prompt response to my request.

Sincerely,

[Your Name]