

# Cancellation Refund Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for the cancellation of my [specific service or item, e.g., hotel reservation, flight ticket] originally scheduled for [original date]. The confirmation number for this booking is [confirmation number]. Due to [brief explanation of the reason for cancellation], I had to cancel my reservation.

According to your cancellation policy, I believe I am entitled to a full refund. I have attached the following documentation to support my request:

- Copy of the original reservation
- Cancellation confirmation email
- Any additional relevant documents

I would appreciate your prompt attention to this matter, and I look forward to receiving my refund as soon as possible. Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]