

Refund Request for Event Ticket

To: [Event Organizer's Name]

[Event Organizer's Address]

[City, State, Zip Code]

[Email Address]

Date: [Current Date]

Dear [Event Organizer's Name],

I hope this message finds you well. I am writing to formally request a refund for my ticket purchase for [Event Name], which took place on [Event Date]. Due to [reason for refund request, e.g., unforeseen circumstances, cancellation of the event], I am unable to attend.

My ticket details are as follows:

- Order Number: [Your Order Number]
- Ticket Type: [Type of Ticket]
- Purchase Date: [Purchase Date]

According to your refund policy, I believe I am eligible for a refund. I would appreciate it if you could process my request at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]