

Refund Request for Travel Booking

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Travel Agency or Airline Name]

[Agency or Airline Address]

[City, State, Zip Code]

Subject: Request for Refund - Booking Reference [Insert Booking Reference]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request a refund for my travel booking (Booking Reference: [Insert Booking Reference]) that was made on [Insert Date of Booking]. Due to [reason for cancellation, e.g., unforeseen circumstances, personal reasons], I am unable to proceed with my travel plans as scheduled.

As per your cancellation policy, I believe I am eligible for a full refund. I would appreciate your prompt attention to this matter and a response confirming the next steps in processing my refund.

Thank you for your assistance.

Sincerely,

[Your Name]