

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Event Organizer's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Event Organizer's Name],

I am writing to formally request a refund for my ticket to [Event Name] scheduled for [Event Date]. Unfortunately, due to [reason for cancellation], I am unable to attend the event.

Details of my ticket purchase are as follows:

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

According to your refund policy, I believe I am eligible for a refund. Please let me know if you require any additional information to process my request.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]