

Refund Request for Event Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for the [Event Name] that was scheduled for [Event Date] but was unfortunately cancelled. My order number is [Order Number].

As a participant, I was looking forward to attending the event, and I understand that unforeseen circumstances can lead to cancellation. However, I would greatly appreciate your assistance in processing a refund for the amount of [Amount Paid].

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

Sincerely,

[Your Name]