

Cancellation Refund Request for Charity Gala

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Charity Organizer's Name],

I hope this message finds you well. I am writing to formally request a refund for my ticket for the Charity Gala scheduled on [Insert Event Date], which was unfortunately canceled due to [reason for cancellation].

As someone who deeply supports the cause, I understand the challenges that come with organizing such events, but I kindly request that my ticket fee of [Insert Amount] be refunded at your earliest convenience.

Thank you for your attention to this matter. I appreciate all the great work that [Charity Organization Name] does for the community and look forward to participating in future events.

Sincerely,

[Your Name]