

# Event Cancellation Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a refund for the [Name of Event] that was scheduled to take place on [Event Date] but has since been canceled.

As a participant, I had purchased [number of tickets] tickets for the event and have attached a copy of my receipt for your reference. According to your cancellation policy, I believe I am eligible for a full refund.

Please let me know the process for completing this refund at your earliest convenience. I appreciate your understanding and assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]