

Dear [Event Organizer's Name],

I hope this message finds you well. I am writing to request a refund for my registration fee for the [Conference Name] originally scheduled for [Event Date] at [Event Location]. Due to [reason for cancellation], I am unable to attend the conference.

According to the cancellation policy outlined during the registration process, I would like to formally request the refund of my registration fee of [amount]. My registration details are as follows:

- Name: [Your Name]
- Email: [Your Email]
- Registration Confirmation Number: [Confirmation Number]

Please let me know if you require any additional information to process my refund request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Address]