

# Request for Refund Due to Event Cancellation

Your Name: John Doe

Your Address: 123 Main St, Anytown, ST 12345

Your Email: johndoe@email.com

Your Phone: (123) 456-7890

Date: October 10, 2023

To: [Event Organizer's Name]

[Event Organizer's Address]

Dear [Event Organizer's Name],

I hope this message finds you well. I am writing to formally request a refund for my ticket purchase for the [Name of the Sporting Event] that was scheduled to take place on [Event Date]. Unfortunately, due to unforeseen circumstances, the event has been cancelled.

My order details are as follows:

- Order Number: [Order Number]
- Purchase Date: [Purchase Date]
- Ticket Type: [Adult/Child/Other]
- Quantity: [Number of Tickets]

I would appreciate your assistance in processing my refund at your earliest convenience. If you require any further information, please do not hesitate to contact me.

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

Sincerely,

John Doe