

# Event Cancellation Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Theater Name]

[Theater Address]

[City, State, Zip Code]

Dear [Theater Manager's Name],

I am writing to formally request a refund for my tickets to the [Name of Performance] scheduled for [Date of Performance]. Due to unforeseen circumstances, I am unable to attend the event, which I understand has been cancelled.

My ticket details are as follows:

- Order Number: [Insert Order Number]
- Number of Tickets: [Insert Number]
- Price Paid: [Insert Amount]

As per your refund policy, I would appreciate your assistance in processing my request at your earliest convenience. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]