

Event Cancellation Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Organizer's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Organizer's Name],

I am writing to formally request a refund for the [Name of Trade Show], which was scheduled to be held on [Event Date(s)]. Due to [reason for cancellation], I am unable to attend the event and would like to inquire about the refund process for my registration fee.

My registration details are as follows:

- Registration ID: [Your Registration ID]
- Name: [Your Name]
- Email: [Your Email]

I appreciate your attention to this matter and look forward to your prompt response regarding the refund process.

Thank you for your understanding.

Sincerely,

[Your Name]