

Request for Refund Due to Event Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Event Organizer's Name]

[Event Organizer's Company]

[Company Address]

[City, State, ZIP Code]

Dear [Event Organizer's Name],

I hope this message finds you well. I am writing to formally request a refund for my ticket to [Event Name], which was scheduled for [Event Date] and has been cancelled.

I purchased [Number of Tickets] tickets via [Purchase Method] on [Purchase Date], and my order number is [Order Number]. Given the cancellation of the event, I would appreciate a full refund to the original payment method at your earliest convenience.

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

Sincerely,

[Your Name]