

Claim for Refund on Event Ticket Cancellation

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
[Event Organizer's Name]
[Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service,

I am writing to formally request a refund for my ticket(s) purchased for [Event Name], scheduled on [Date of Event], which has been cancelled. My order number is [Order Number].

As per the cancellation policy, I understand that I am entitled to a full refund due to the event's cancellation. I would appreciate your prompt attention to this matter and look forward to your confirmation of my refund.

Thank you for your assistance.

Sincerely,
[Your Name]