

Refund Request for Event Ticket Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a refund for my event ticket for [Event Name] scheduled on [Event Date]. Unfortunately, due to [reason for cancellation], I am unable to attend the event.

My ticket details are as follows:

- Order Number: [Insert Order Number]
- Ticket Type: [Insert Type of Ticket]
- Purchase Date: [Insert Purchase Date]

According to your cancellation and refund policy, I believe I am eligible for a refund. I would appreciate your prompt attention to this matter and kindly request that the refund be processed to the original payment method used for the purchase.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]