

Refund Request for Travel Booking Cancellation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Travel Agency Name]

[Travel Agency Address]

[City, State, Zip Code]

Subject: Refund Request for Booking Cancellation

Dear [Travel Agency Customer Service],

I am writing to formally request a refund for my travel booking, which was cancelled on [cancellation date]. The details of my booking are as follows:

- Booking Reference Number: [Booking Reference]
- Travel Dates: [Start Date] to [End Date]
- Name of Person(s) Travelling: [Names]

Due to [reason for cancellation], I was unable to proceed with my travel plans. According to your cancellation policy, I believe I am entitled to a full refund of the amounts paid.

Attached to this letter are copies of my booking confirmation and any relevant documents pertaining to my cancellation.

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

Thank you for your assistance.

Sincerely,

[Your Name]