

Transportation Service Refund Request

Date: [Insert Date]

To,

Customer Service Department
[Transportation Service Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Refund Due to Booking Error

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to formally request a refund for my recent transportation booking with your service. Unfortunately, due to a booking error, I was unable to utilize the service I had arranged.

Details of the Booking:

- Booking Reference Number: [Insert Reference Number]
- Date of Travel: [Insert Date]
- Type of Service: [Insert Type of Service]
- Amount Charged: [Insert Amount]

The error occurred when [briefly explain the nature of the booking error]. As a result, I was left without the necessary transportation for my planned travel.

Therefore, I kindly request a full refund of the amount charged to my account. I believe this request is justified given the circumstances, and I hope to resolve this matter promptly.

Thank you for your attention to this issue. I look forward to your response and a resolution to my request.

Sincerely,

[Your Name]
[Your Address]

[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]