

Request for Refund Due to Service Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Transportation Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Specific Contact Name],

I am writing to formally request a refund for the transportation service that was canceled on [insert cancellation date]. My booking reference number is [insert booking number]. According to your cancellation policy, I am entitled to a full refund for this service.

The details of the canceled service are as follows:

- Service Type: [Insert Service Type]
- Booking Date: [Insert Booking Date]
- Cancellation Date: [Insert Cancellation Date]

Given the circumstances surrounding the cancellation, I would appreciate your prompt attention to my refund request. Please inform me of the steps I need to follow to process this refund.

Thank you for your assistance in this matter. I look forward to your swift response.

Sincerely,

[Your Name]