

Refund Request for Service Interruption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Transportation Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request a refund for the transportation service I purchased on [Insert Date of Service]. Unfortunately, there was a significant interruption in service that negatively impacted my travel plans.

Details of the service interruption are as follows:

- Service Type: [Insert Service Type]
- Booking Reference: [Insert Reference Number]
- Date of Service: [Insert Date]
- Nature of Interruption: [Briefly describe the issue]

Given the circumstances, I kindly request a full refund of the fare paid. Attached are copies of my ticket and any relevant correspondence regarding this issue.

Thank you for your attention to this matter. I hope to resolve this promptly and look forward to your response.

Sincerely,

[Your Name]