

Flight Ticket Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Airline Company Name]

Customer Service Department

[Airline Company Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to formally request the cancellation of my flight ticket due to changes in my business travel plans.

Flight Details:

- Passenger Name: [Your Name]
- Flight Number: [Flight Number]
- Date of Travel: [Date of Travel]
- Booking Reference: [Booking Reference]

Unfortunately, due to unforeseen circumstances, I must cancel this travel arrangement. Please let me know the necessary steps to finalize the cancellation and any potential refund procedures.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]