

Flight Ticket Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Airline Name]

[Airline Customer Service Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I am writing to formally request the cancellation of my flight ticket due to a medical emergency. Below are the details of my booking:

Passenger Name: [Your Full Name]

Flight Number: [Flight Number]

Departure Date: [Flight Departure Date]

Booking Reference Number: [Booking Reference]

Unfortunately, I have encountered a medical situation that prevents me from traveling as planned. I have attached the necessary medical documentation for your reference.

I would appreciate your support in processing my cancellation request and informing me of any applicable refund or credit options available to me.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]