

# Flight Ticket Cancellation Notice

Date: [Insert Date]

To:

[Airline Name]

[Airline Address]

Dear Customer Service Team,

I am writing to formally request the cancellation of my flight ticket due to adverse weather conditions that have rendered travel unsafe. Below are the details of my booking:

- **Passenger Name:** [Your Name]
- **Flight Number:** [Flight Number]
- **Departure Date:** [Departure Date]
- **Origin:** [Departure City]
- **Destination:** [Destination City]

Given the circumstances, I kindly request a full refund of my ticket or a rescheduling of my flight at no additional charge. Please let me know the next steps to proceed with this cancellation.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Contact Information]