

# Flight Ticket Cancellation Request

Date: [Insert Date]

To,  
Customer Service  
[Airline Name]  
[Airline Address]  
[City, State, Zip Code]

Dear Sir/Madam,

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

- Passenger Name: [Your Name]
- Booking Reference: [Booking Reference]
- Flight Number: [Flight Number]
- Date of Flight: [Flight Date]
- Departure: [Departure Location]
- Destination: [Destination Location]

Unfortunately, a critical family situation has arisen that requires my immediate attention, making it impossible for me to travel as planned. I kindly request that you process the cancellation of my ticket and inform me of any applicable refund policies or fees.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]