

Flight Ticket Cancellation Request

Date: [Insert Date]

To: [Airline Name]

Customer Service Department

[Airline Address]

Dear Customer Service Team,

I am writing to formally request the cancellation of my flight ticket due to unforeseen financial circumstances. My flight details are as follows:

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

I understand that there may be cancellation fees associated with this request, and I would appreciate any information regarding the refund process.

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

Sincerely,

[Your Name]

[Your Contact Information]